



GE Security

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February 2, 2005

TOPAZ

Software User Guide

Revisions

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	Added	Public Access configuration screen
	Added	Auto Acknowledge for reader events
	Added	Reset button on Control/Services/Panel screen
	Added	Operators Type screen Inactivity Timer
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	Modified	Alarm Queue footer buttons relocated
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	Removed	Clear button on Alarm Categories screen
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Revision C.1	July 31, 2003	
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Revision C.2	August 11, 2003	
	Added	Appendix on USB Camera F-1
	Updated	System Requirements 1-7
Revision C.3	August 19, 2003	
	Removed	Note in error on page 8-24
	Added	Setup for Internet Explorer 1-8 and 8-7
	August 25, 2003	
	Added	Recommendations for panel updating 4-13
	Added	Computer Virus Notice P-5

<u>Revision Level</u>	<u>Issue Date</u>	<u>Description</u>	
Revision C.4	September 25, 2003		
	Updated	Facility Codes increased to 16	7-21
	Added	Video Switcher Preset# to Alarm Point Options	8-51
Revision D	October 29, 2003		
	Added	Reference for Windows XP Professional support	
Revision D.1	December 29, 2003		
	Removed	Reference to RREs and IKE Keypad no longer supported.	
Revision D.2	January 26, 2004		
	Added new option	Relock Door on Strike Timeout	8-42
	Added new field	Video Switcher Preset #	8-51
Revision D.3	March 2, 2004		
	Modified	Elevator Relay Interface diagram	8-31
Revision D.4	March 12, 2004		
	Modified	Dial-up Page with modem information	8-27
	Added	External Dial-up Modem Setup	8-29
	Added	Software Setup external modem	8-29
460932001	February 2, 2005		
	Added	Support for the GE Security Video	8-63

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Preface

Important Notice About Computer Viruses

GE Security strongly recommends that Anti Virus protection software be installed and frequently updated on all GE Security servers and workstations before connecting them to any network. GE Security assumes no responsibility for damage caused by computer viruses, protecting your GE Security system from viruses or installing anti virus protection software required by your IT department.

Contact your IT Department about installing the proper Anti Virus software before connecting the systems to a network.

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Modems

The Part 68 rules require the following or the equivalent information be provided to the end user of equipment containing a pre-approved modem module.

Type of Service

The TOPAZ System operates on an GE-Security's ACU field panel and is designed to be used on standard device telephone lines. It connects to the telephone line by means of a standard jack called the USOC RJ-11C (or USOC FJ45S.) Connection to the telephone company provided COIN service (central office implemented systems) is prohibited. Connection to party line services is subject to state tariffs.

Telephone Company Procedures

The goal of the telephone company is to provide you with the best service it can. In order to do this, it may occasionally be necessary for them to make changes in their equipment, operations, or procedures. If these changes might affect your service or the operation of your equipment, the telephone company will give notice, in writing, to allow you to make any changes necessary to maintain uninterrupted service.

In certain circumstances, it may be necessary for the telephone company to request information from you concerning what equipment you have connected to your telephone line. Upon request from the telephone company, provide the FCC registration number and the ringer equivalence number (REN); both of these items are listed on the equipment label. The sum of all the RENs on your telephone line should be less than five in order to assure proper service from the telephone company. In some cases, five may not be usable on a given line.

Radio Frequency

This equipment generates, uses, and can radiate radio frequency energy and if not installed and used in accordance with the instructions manual, may cause interference to radio communications. It has been tested and found to comply with the limits for a Class A computing device pursuant to Subpart J of Part 15 of FCC Rules, which are designed to provide reasonable protection against such interference when operated in a commercial environment. Operation of this equipment in a residential area is likely to cause interference; in which case the owners will be required to take whatever measures may be required to correct the interference at their own expense.

NOTE: The use of shielded interface cables with this equipment is required.

If Problems Arise

If any of your telephone equipment is not operating, you should immediately remove it from your telephone line, as it may cause harm to the telephone network. If the telephone company notes a problem, they may temporarily discontinue service. When practical, they will notify you in advance of this disconnection. If advanced notice is not feasible, you will be notified as soon as possible. When you are notified, you will be given the opportunity to correct the problem and informed of your right to file a complaint with the FCC. Contact your telephone company if you have any questions about your phone line. In the event repairs are ever needed on the GE Security's ACU field panel they should be performed by your authorized representative.

Contact Us

GE Security Address

Correspondence should be sent to the following address:

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Tualatin, OR. 97062
USA
800-547-2556

Electronic E-mail Addresses

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Applications Engineering	App.ilx.infographics@ge.com
Sales	domestic_sales@ge-interlogix.com
Training	domestic_sales@ge-interlogix.com

Web Site

<http://www.GESecurity.com/>

About Help

Welcome to GE Security' latest program in access control management, the GE Security Auto Configuring, browser-based TOPAZ System. The TOPAZ System incorporates the reliability of GUI-based access control with the convenience of the common Internet browser architecture. This system will provide complete security and access control for any location or building.


The Help System

Help is intended for anyone operating the system software, whether you are a beginner or a whiz at access security software. It contains all the information you need, when you need it, to get answers quickly and easily.

Use Help for an overview or as a reference for all the features available in the software. Our intention with Help is to assist you at anytime with answers you need during use of the system. Help will always be just a mouse click away. Help can also be used as a tutorial or teaching aid.

Accessing The Help System

There are two Help buttons on each page located at the top of the window.

Help Index button  will give you immediate access to the complete Help system and allow you to look up any questions you have about the system through the Contents, Index, and Search tabs.

Page Help button  will give you immediate help on the current page you are working with.

Conventions

Throughout this manual, the following conventions are used.

Messages

The text of message and dialog boxes is displayed in bold. For example:

A message **Operation Started** will display.

Screens or Fields

Words in Bold Face identify screens or fields that are instrumental to the operation of the software. For example:

Anti-Passback: This field indicates whether ...

References

References to features in the software are in bold:

See **Hardware – Auto Configuration**.

References to sections in the manual are in quotes:

See “Hardware - Auto Configuration” on page 8-57.

Warning



Warning:

This heading marks a critical step that could result in serious personal injury if the instructions are not STRICTLY followed.

Caution



Caution:

This heading marks a critical step that could result in damage to equipment if the instructions are not STRICTLY followed.

Note

NOTE: This is an example of a note. Notes provide useful information and should be read immediately before proceeding.

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Chapter 1

Getting Started

About the TOPAZ System

The GE Security's TOPAZ Security System is a PC-based Facility Security System for access control, alarm monitoring, interactive color graphics, photo badging, and CCTV (Closed Circuit TV) Control. The system uses the Windows 2000 Professional or XP Professional operating system and employs the use of an Internet browser interface technology along with a unique self-configuring software package called Auto Configuration. This allows you to easily set up standard input devices. The TOPAZ System integrates alarm monitoring, access control, and remote control capabilities throughout a site.

TOPAZ consists of the file server computer, one (1) additional workstation, ACURT Intelligent Controllers, card readers, alarm sensors, and door locking hardware. To communicate with card readers, alarm points, and the workstation, the system uses Secure Communications Protocol (SCP) through Dial-up, RS-232 / RS-485 hardwire connections, or TCP/IP on LAN / WAN networks.

The basic concept behind TOPAZ is a central monitoring system that can monitor or control movement within a building or throughout multiple facilities. The system is modular and easily customized to fit almost any building's security and access control needs for up to 64 readers and 2,000 cardholders.

All data entry is performed at a file server or workstation using a computer mouse and keyboard through the Internet browser Interface.

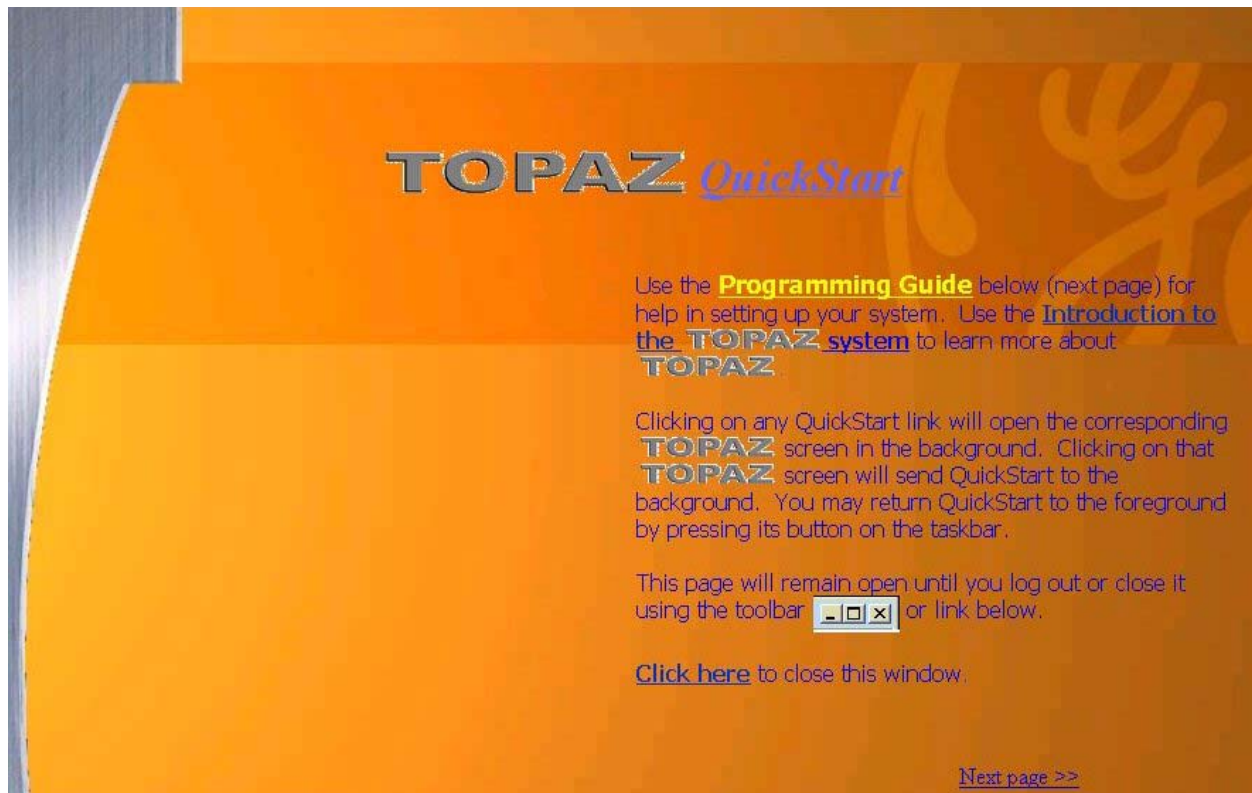
The TOPAZ System continuously polls the remote panels; checking communication protocols, tamper switches, alarm inputs, and cardholder access events. Events are displayed on workstation monitors and logged to the PC.

The system performs three major functions:


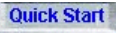
- Facilitates communications between the server and remotely located control panels.
- Supervises and reports changes in the status of alarm and access devices that are connected to the control panels. Changes are reported as alarms, troubles, or event occurrences. Alarm devices are sensing devices such as motion detectors, door contacts, temperature gauges, etc. Access devices are card readers, or keypads that control doorways and other access locations like elevators and parking lot gates.
- Performs remote control activities. Remotely located devices are controlled through manual operator commands, automatically according to events, or time schedules stored in the computer.

TOPAZ Quick Start

When you startup TOPAZ the QuickStart will display as shown below.





QuickStart consist of seven (7) pages of information on the TOPAZ System and how to get it set up easily and quickly.

QuickStart will stay active in the foreground even if you click a button to access a TOPAZ screen. If you want to see more of the background TOPAZ screen, click and drag the QuickStart page by the menu bar (at the top). You may also “minimize” QuickStart by clicking on its  **minimize** button in the upper right corner of the QuickStart window, or click anywhere outside of the QuickStart window. Once minimized, you can open QuickStart at any time by clicking on the  **QuickStart** button in the Navigation Bar in the left side of the main TOPAZ window.

You can navigate through QuickStart by:

- Click on the underlined links.
- Use the scrollbar on the right of the window.
- Click on the Next Page >> and << Previous page links.

To close QuickStart, click the  in the upper right corner of the QuickStart window or click the Click here link.

You can open QuickStart at any time by clicking on the  **QuickStart** button in the Navigation Bar in the left side of the main TOPAZ window.

All the TOPAZ buttons in the QuickStart may also be clicked to access that part of the TOPAZ software.

Subjects covered in the QuickStart are:

- Programming Guide
 - Auto Configuration
 - Batch Card Entry
- Suggested System Setup Flow Chart
 - Setup
 - Hardware
 - Cards
 - Other menus you should become familiar with
- An Introduction to the TOPAZ Access Control System

Auto Configuration

Auto Configuration is a unique software feature that automates the systems setup of hardware and cardholder programming efforts. All the installer or end-user needs to do is log-on, and TOPAZ will automatically detect and define all the field devices connected to each port on the computer. It will also define a default value for all device, system and cardholder data. Such pre-defined and pre-configured data includes the creation of basic reader access groups, time intervals, time schedule, holidays, activation date, cardholder access group assignment, reader, alarm point defaults, default alarm definitions, and alarm message text, as well as the physical hardware hierarchy and its graphical "tree" representation.

The TOPAZ software initiates polling on demand by user command as described below, of the file server's maximum five (5) serial communication ports and one (1) LAN port. It records an inventory of all port communication interfaces (that is, serial card, modem, LAN card, and CCTV switcher) and all their downstream "devices" (for example, ACUs, Readers, Alarm Points, Relay Outputs, System Alarms [device off-line, tamper, battery low], Workstation, and CCTV Switch).

Initiation of the Auto Configuration Feature

You can start Auto Configuration by either of the following ways:

- If this is a new TOPAZ installation, without any communication ports or hardware devices configured, and you click on the TOPAZ desktop icon to start TOPAZ, and then enter your log-on id and password, Auto Configuration will start automatically. You must have the proper password, since access to Auto Configuration is password protected.

NOTE: You must start TOPAZ from the desktop icon. Logging off and logging back on again will not start Auto Configuration.

Once you configure a port or device, Auto Configuration will no longer automatically start. However, you can still run Auto Configuration manually by the next method.

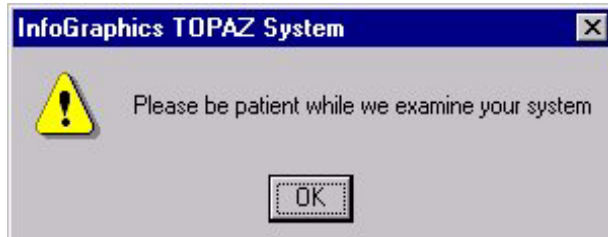
- If you are running TOPAZ and have the appropriate password level, you can click on the **Hardware** button on the left and then the **Auto Configuration** button on the menu on the right.

An Auto Configuration sequence may also be initiated from the Auto Configuration Home screen for any or all selected devices listed in both the "Configured" and "Not Found" boxes.

Starting Auto Configuration will display the following dialog box:

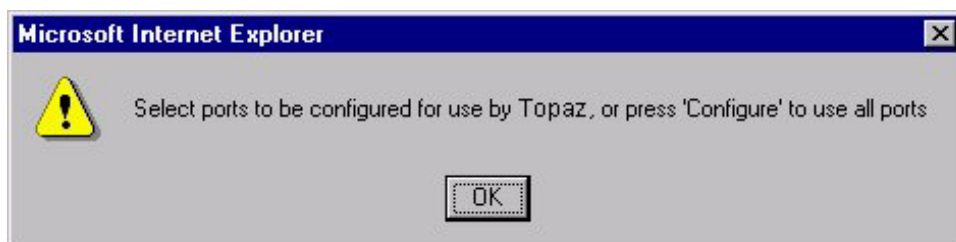


If you select **Cancel**, you may continue with manual programming of the system. If you select **OK**, you will see the following message along with an hourglass in place of the mouse pointer:



Click **OK** to continue.

TOPAZ will start the Auto Configuration process to detect and configure the hardware. The process may take a few minutes. If you have COM ports, you will see:



Click **OK** to continue.

You may click to select one or more ports you wish to Auto Configure. You may de-select highlighted ports by clicking the **Clear** button or you may leave this page without further changes being recorded by clicking on any of the buttons in the main tool bar on the left side of the screen.

Once you have selected the ports press the **Configure** button, the system will perform an automatic configuration to find new devices or changes to the system on those highlighted ports.

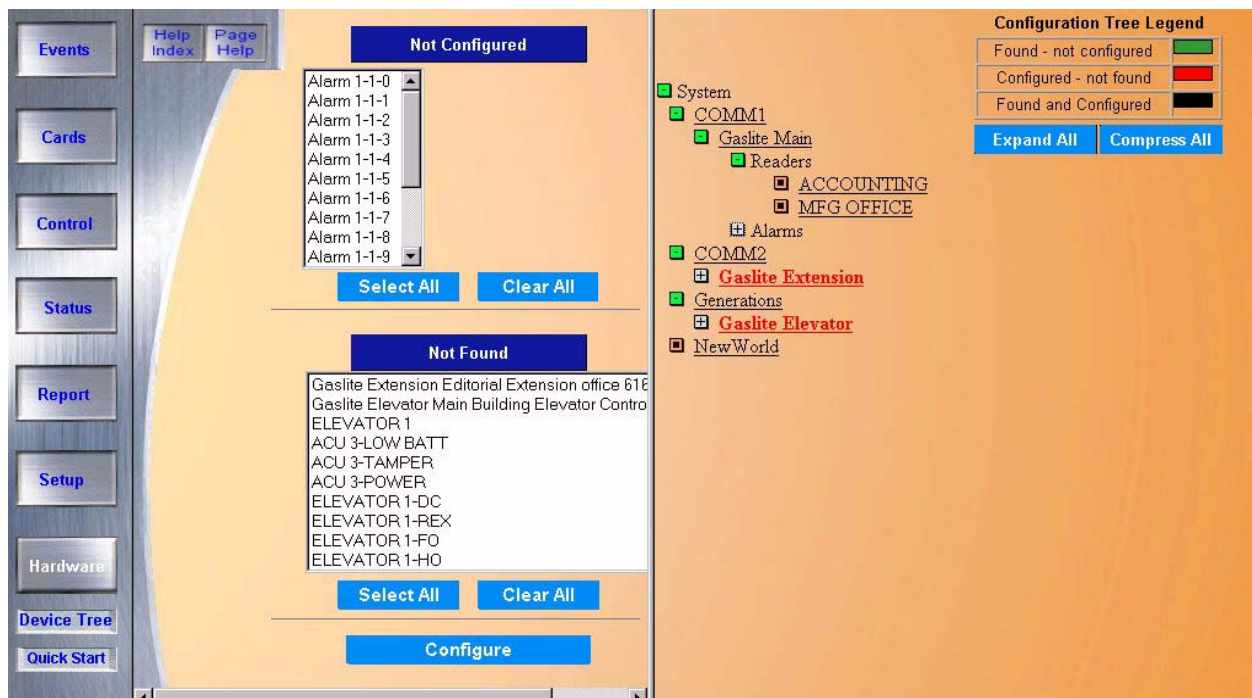
The message **Operation Complete** will display. Click **OK** to continue.

The left side of the screen will display devices that have been either: (1) detected as physically connected to the server, but have not been programmed/configured or, (2) they have been programmed but are currently not connected.

The Auto Configuration Home screen displays the entire network of field devices: found-and-configured, found-and-not-configured, and configured-but-not-found. On the right side of the screen, all devices are displayed in a dynamic "Tree" formation, with Graphical Icon representations of the various device types (for example, workstation, ACU, reader, alarm point, CCTV switch, and relay output), and with the following text description colors:

Found - not Configured	Green
Connected - not Found	Red
Found and Configured	Black

The following is an example of what an Auto Configuration screen might look like:



Default Device Names

After Auto Configuration has been completed the devices will have numeric names, for example, Reader 2-1-3 is Host Port two (2), Field Panel address one (1), Reader number three (3). You may want to rename the devices with your own descriptive names. For more detailed information see the chart below.

	Example	Type	COM #	ACU Polling #	Reader/ Alarm#	Alarm Type
Field Panel	Device 1-0	Device	1	0		
Reader	RDR 1-0-0	RDR	1	0	0	
Reader Alarm	RDR 1-0-0 FO	RDR	1	0	0	FO (Forced Open)
Alarm	Alarm 1-0-0	Alarm	1	0	0	
Area	Area 1-0-0	Area	1	0	0	

	Example	Type	Device #	Remote Module Port #	Address	Alarm Type
Panel Alarms	ACU 1 -TAMPER	ACU	1			TAMPER
Input Module	RIM 1-1-7-OL	RIM	1	1	7	OL (Offline)
Output Module	RRM 1-1-5-OL	RRM	1	1	5	OL (Offline)

For more details on Auto Configuration see “Auto Configuration Setup Page” on page 8-57.

NOTE: Aside from auto configuring your system and specifically for day-to-day system hardware navigation and editing, TOPAZ incorporates a separate device tree page. At any time you can click on the [Device Tree](#) **Device Tree** button in the main tool bar to navigate to the stand-alone device tree.

Device Tree

The Device Tree is a dynamic “Tree” representation of the entire system’s hardware, from the server’s communication ports, to all of the field hardware including workstation field panels (ACURT2/RT4).

System Requirements

To use the TOPAZ software, your PC must meet the following **minimum** requirements:

- Pentium® 4 processor or equivalent.
- Processor speed: 1.8 GHz or Higher.
- Windows XP (with Service Pack 1) or 2000 Professional (with Service Pack 4)
- Microsoft Internet Explorer 6.0 or above installed (the wizard must be completed), which must be installed from the TOPAZ CD.
- 768 MB Random-Access Memory (RAM) on the server. 512 MB on the workstation
- SVGA display card with 1024 X 768 screen resolution, able to support 65K colors. If using Windows XP or 2000 Professional set at High Color (16bit).
- Video Memory: 4 MB.
- Disk Drive Space Required: 2 GB. 100 MB for workstation
- CD ROM Drive: 20X.
- Floppy Disk: Required for setting up workstation.
- If using Photo Badging, a USB Camera can be used or the GE Security Video capture card Composite Video Camera required. For a list of compatible USB cameras refer to the software CD.
- Serial RS-232 Ports are required if using direct communication to field panels.
- Parallel Ports: Optional for printer.
- USB Ports: 1 minimum will be required for the Software Sentinel.
- A network card must be installed with static TCP/IP enabled. Static IP addresses are required.
- Removable media recommend for Back-up.

System Options

- Eltron P310-C Dye Sublimation Card Printer.
- Report and Logging Printer.
- Digital Video Capabilities using the GE Security DVMRe Triplex.

The above options can be obtained through your local independent distributor.

Software Installation

Before you Start Installing the Software

NOTE: Before starting TOPAZ make sure that “**Microsoft Internet Explorer 6.0 provided by GE Security**” has been installed using the TOPAZ CD and the wizard has been run to complete the installation. If you have IE 6.0 already installed on your computer check to see if the title bar states “Microsoft Internet Explorer provided by GE Security”. If not, you must install the Virtual Machine that is located on the CD. For more information see “Installing Virtual Machine” on page 1-9

Setup for Internet Explorer:

1. From Window's desktop, right mouse click on the Internet Explorer Icon and select Properties. Do not use a Short Cut Icon.
2. On the General tab, click Settings, select “Every visit to the page”, and lastly click **OK** to save.
3. On the Security tab, click on the **Local Intranet** icon. Click on the **Custom Level** button. Under **ActiveX controls and plug-ins** change “Download signed ActiveX controls”, “Download unsigned ActiveX controls” and “Initialize and script ActiveX controls not marked as safe” to “Enable”. Then click **OK** to save.
4. Click the **Internet** icon, then click on the **Custom Level** button. Under **ActiveX controls and plug-ins** change “Download signed ActiveX controls”, “Download unsigned ActiveX controls” and “Initialize and script ActiveX controls not marked as safe” to “Enable”. Then click “**OK**” to save.
5. On the Connections tab, click **LAN Settings...** button and make sure **Use a proxy server for your LAN** is NOT selected. If it is selected, uncheck the box and click **OK**.
6. On the Privacy tab, move the slide bar all the way down to **Accept All Cookies** then, click **OK** to save.
7. Click **OK** to save and exit Internet Explorer Properties.

This topic describes how to begin interacting with the TOPAZ System Software. The installation uses default options so you will not have to make decisions or selections.

The Auto configuration function may also be used to assist you in setting up the system.

Whenever possible always power-up the system's peripheral devices before activating the server computer. In this way, any errors or diagnostic messages will display at the system's monitor or printer.

NOTE: If you using a workstation, the server should be running on the network before starting up the workstation.

The installation steps for a Server or Workstation are almost identical but are described separately. The installation steps for a Server are described below.

The System Software comes on a CD (Compact Disk). The CD is used to load the TOPAZ application onto the computer server and workstation.

If you are using Windows 2000 or XP log on as the Administrator.

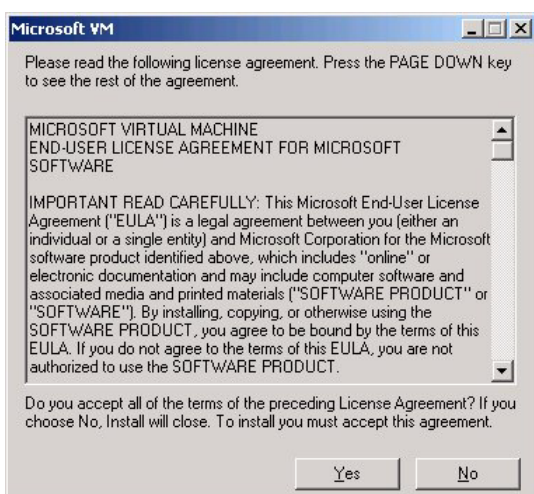
Installing Virtual Machine

The installer for virtual machine is located on the TOPAZ software CD.

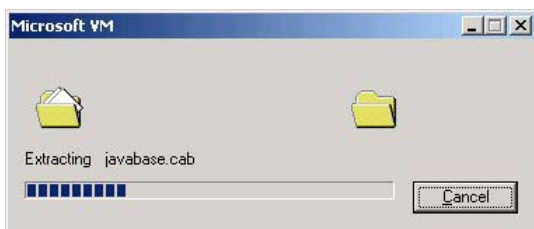
1. Insert the CD and when the Install window opens, select **Browse CD**.
2. When the folders window displays, click on the folder named **IE6** to open it.
3. Locate the **msjvax86.exe** file and double click on the file name. The following install window will display.



4. Click **Yes**. You do want to install the Virtual Machine.



5. Read the agreement and click **Yes** to begin the installation of the files.



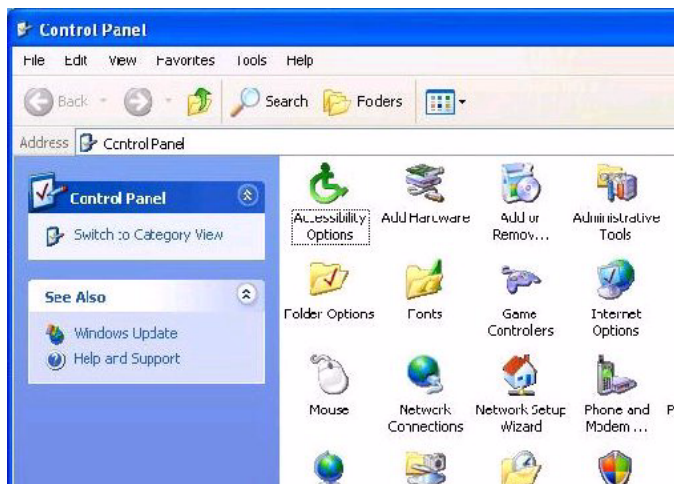
A progress bar will show the process of the installation.



6. When The installation is complete displays, click **OK**.

Setting XP sp2 Firewall

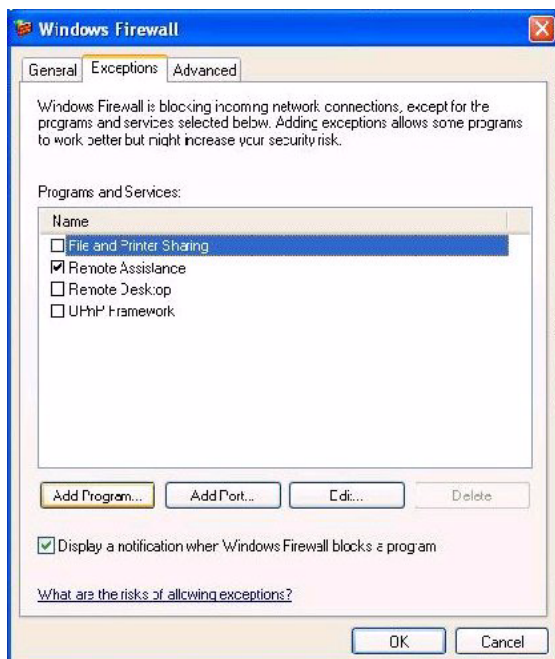
1. To open the **Control Panel** click `Start>Settings>Control Panel`



2. Double click on the **Windows Firewall** icon.



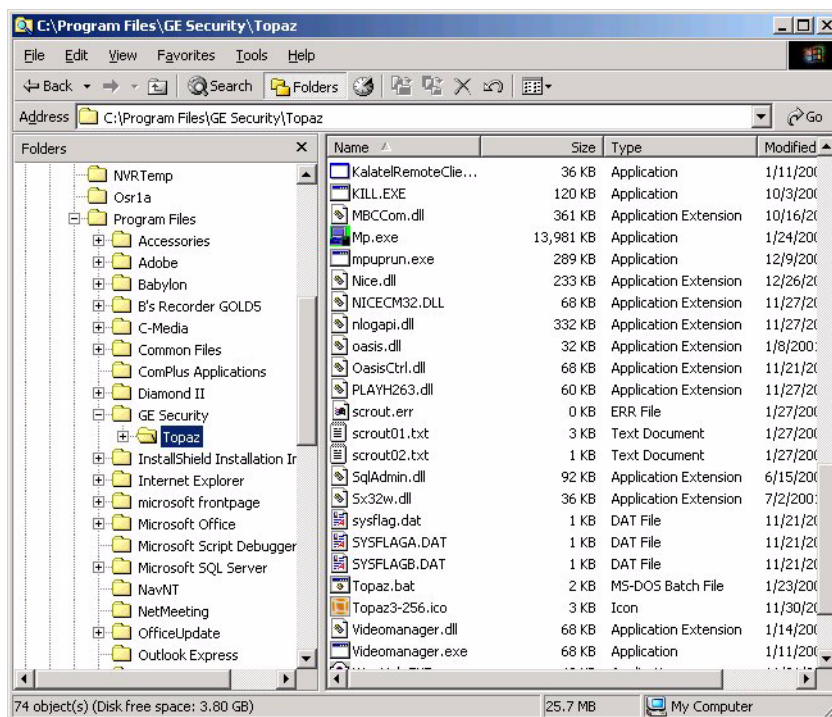
3. When *Windows Firewall* opens, click the *Exceptions* tab.



- Click on **Add Program** to add two components of TOPAZ to the list of programs that may pass through the Firewall.

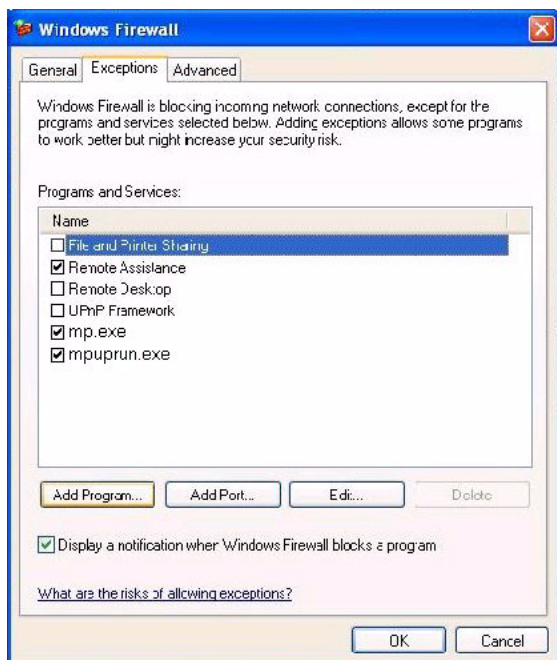


- Using the **Browse** button, locate `mp.exe`. It will be located in the folder where TOPAZ was installed. The default location is `C:\Program Files\GE Security\Topaz` folder as shown below.



- Highlight `mp.exe` in the list and click **Open** to add it to the *Add a Program* window. Highlight `mp.exe` in the *Add a Program* window and click **OK**.

7. Repeat steps 4. through 6. but this time add `mpuprun.exe`.



8. The program will now appear in the *Programs and Services* section of the *Exceptions* tab. Make certain that the check box beside it contains a checkmark. Click **OK** to close the *Firewall* properties.

Installing a Host PC Server

NOTE: The installation steps for a server are described below. The installation steps for a Workstation are described under “Hardware”, then “Workstation”, and then “Add a Workstation” elsewhere in this manual.

Make sure you are logged in as the Administrator so you have the correct rights to install software.

Insert the TOPAZ Installation CD into the CD drive. If Auto Insert Notification is enabled for your CD drive, the Install Menu will provide a list as shown below.

If the Install Menu does **not** appear within one minute, follow this procedure:

1. Open Windows Explorer.
2. Double-click on the drive letter for the CD drive.
3. In the root directory, double-click on the file “start.bat”.

The TOPAZ Install screen will display.

NOTE: Before installing TOPAZ make sure that “**Microsoft Internet Explorer 6.0 provided by GE Security**” has been installed using the TOPAZ CD and the wizard has been run to complete the installation. If you have IE 6.0 already installed on your computer check to see if the title bar states “Microsoft Internet Explorer provided by GE Security”. If not, you must install the Virtual Machine that is located on the CD. For more information see “Installing Virtual Machine” on page 1-9



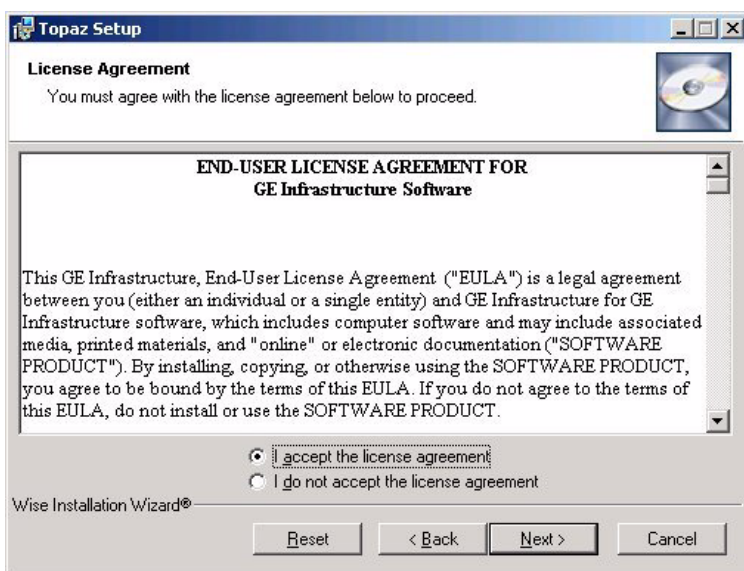
1. Click **Install TOPAZ** to start the installation setup.



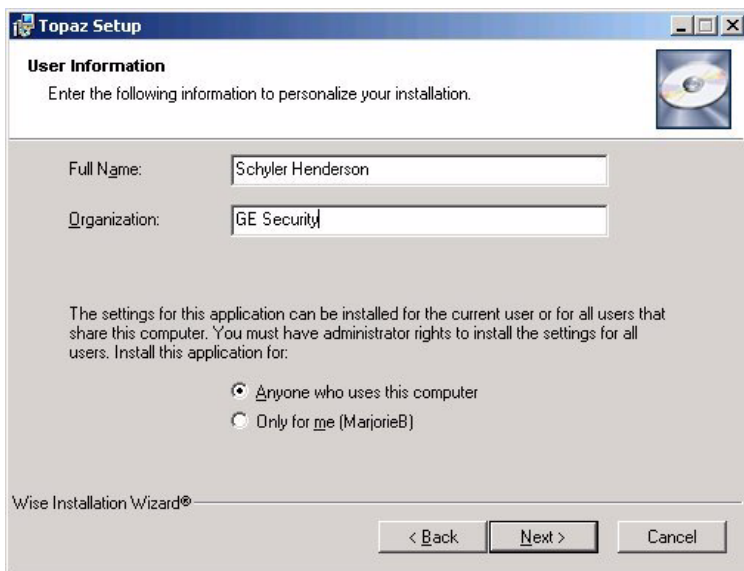
2. If this is the first time TOPAZ has been installed on your computer and the Microsoft .NET Framework is not installed, the Wise Installation Wizard dialog window shown above will display. Extracting and installing the .NET framework may take several minutes. Please wait while the Hourglass progress icon rotates. When the framework is completed, the *TOPAZ Installation Wizard* will begin. If the .NET framework is already installed on your machine, it will proceed directly to the **Welcome to the Topaz Installation Wizard** dialog window will display.



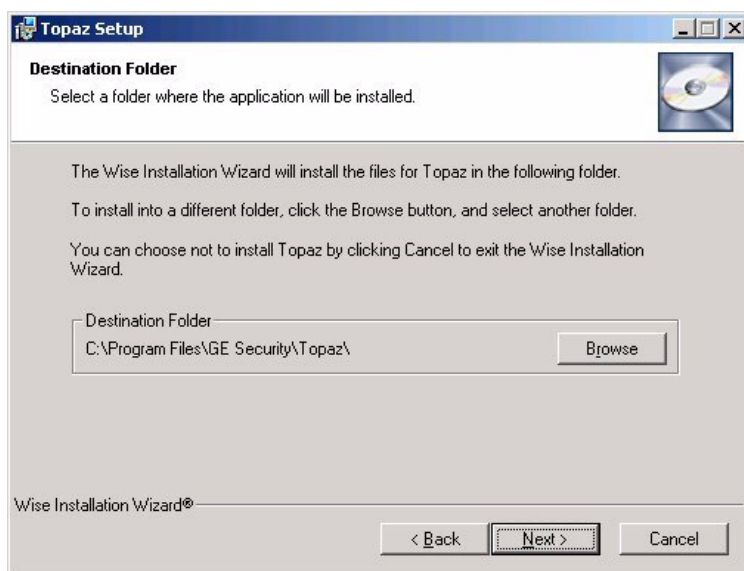
3. Click **Next** to continue.



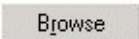
The next window will be the **End User License Agreement**. Read it carefully then select *I accept the license agreement*. The next button will become available once the agreement is accepted. Click **Next** to continue.

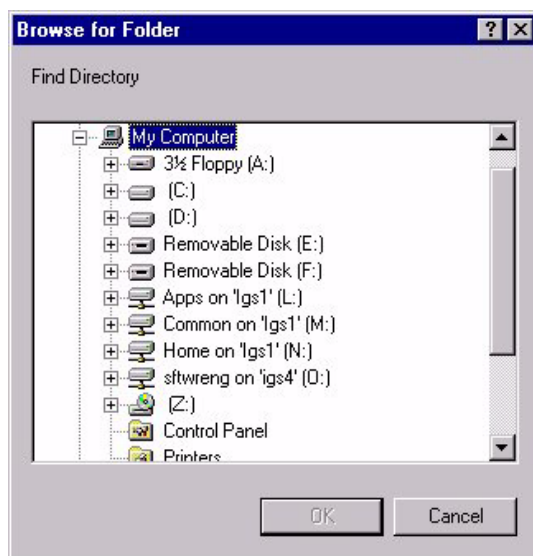


4. The next window asks you to enter **User Information**. Type the name of the user in to the **Full Name** field and the name of the organization into the **Organization** field. Select the radio button beside *Anyone who uses this computer*. This is used to permit the system to communicate with and respond to the Video Recorder. Click **Next** to continue.

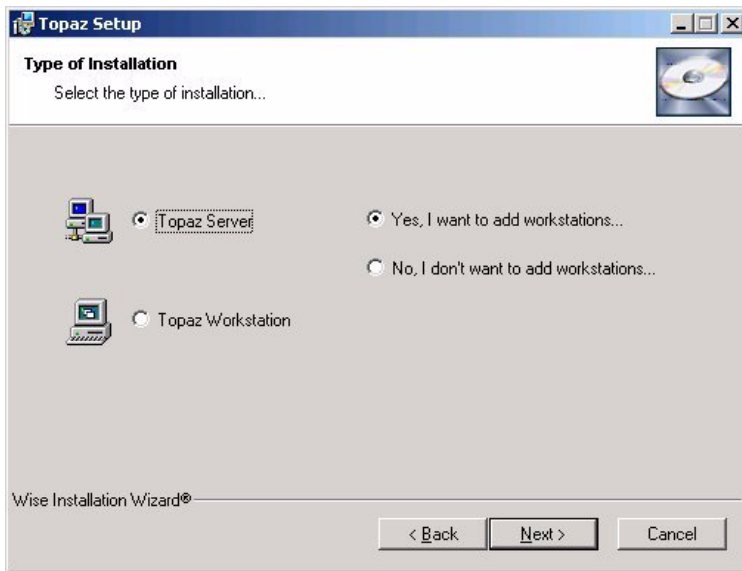


This dialog window determines where the TOPAZ files will be stored on the system. If you do not want to use the default directory, you may follow this procedure:

- a Click on the Browse button  and the **Browse for Folder** window will display.

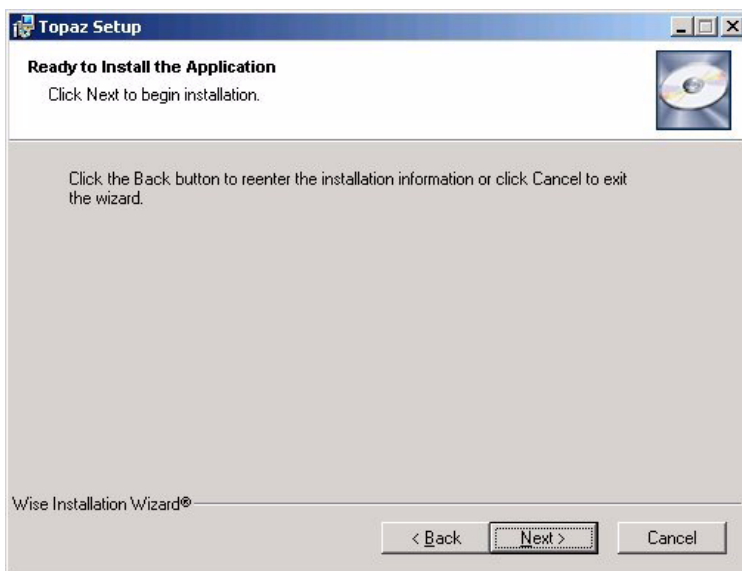


- b If you prefer to use a different directory, such as "Program Files", select the desired location for the TOPAZ software (such as c:\Program Files\TOPAZ) and click **OK**, then **Next>**.

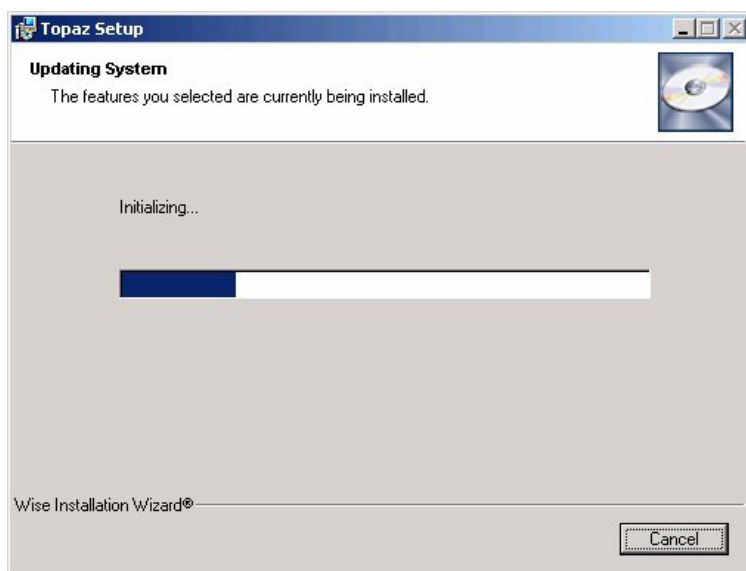


5. This dialog window determines the type of installation you are doing. Are you installing the Server? Click the radio button next to **Topaz Server**. Also consider whether remote workstations (those not resident on the server computer itself) will be used. If other computers will be used as workstations, click the radio button next to **Yes, I want to add workstations**. If you are installing a workstation, select **Topaz Workstation**. For information about installing a workstation see “Install a Workstation” on page 8-7

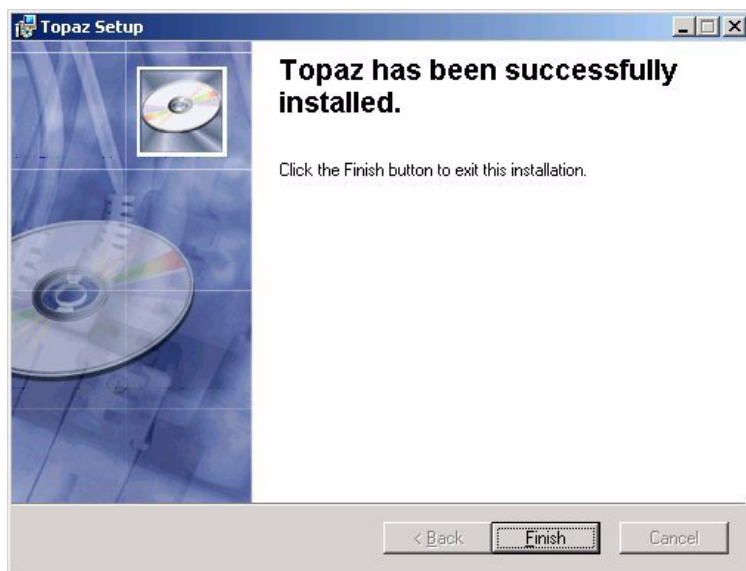
NOTE: You must install TOPAZ on the server computer before installing it on any workstation computer.



6. If you satisfied with your settings, click **Next** to start installing the system.



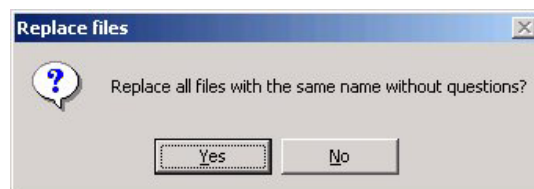
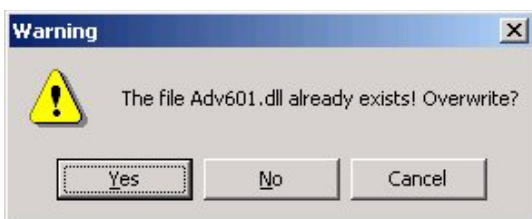
The wizard will upload the required files and install them onto the computer. During the process, a progress bar will display.



7. When all the files have been installed, the **Topaz has been successfully installed** dialog window will display. Click **Finish** to continue with the installation of several video files. These files are installed whether or not you are using Video.



8. Click **OK** to install the Video files.



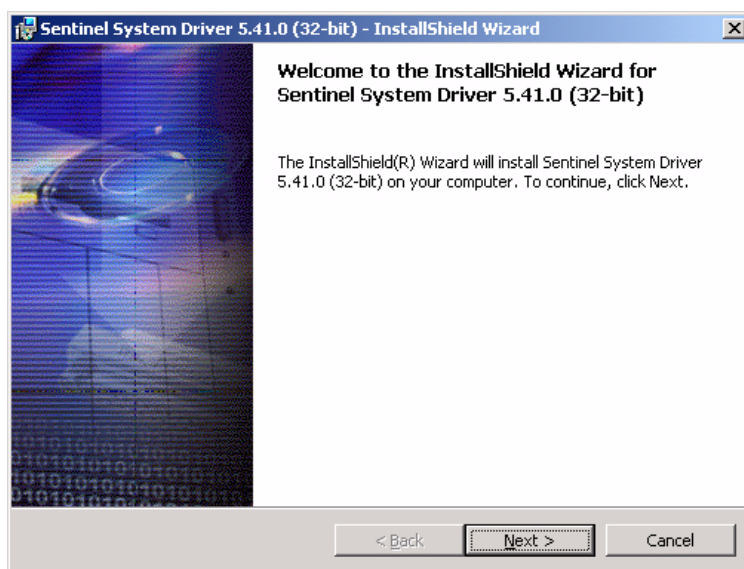
NOTE: If a warning window displays that certain files already exist, click **Yes** to continue. When the dialog window asks whether to replace all files with the same name without questions, click **YES**.



9. This dialog window will appear if you selected *Yes, I want to add workstations* back in step 5. Click **OK** and another **Browse** window will appear. Select where the *Workstation.hta* file should be saved. This file will be used when installing a workstation on another computer. Make certain that the location selected is accessible by the workstation computers. After selecting the location click **OK**.

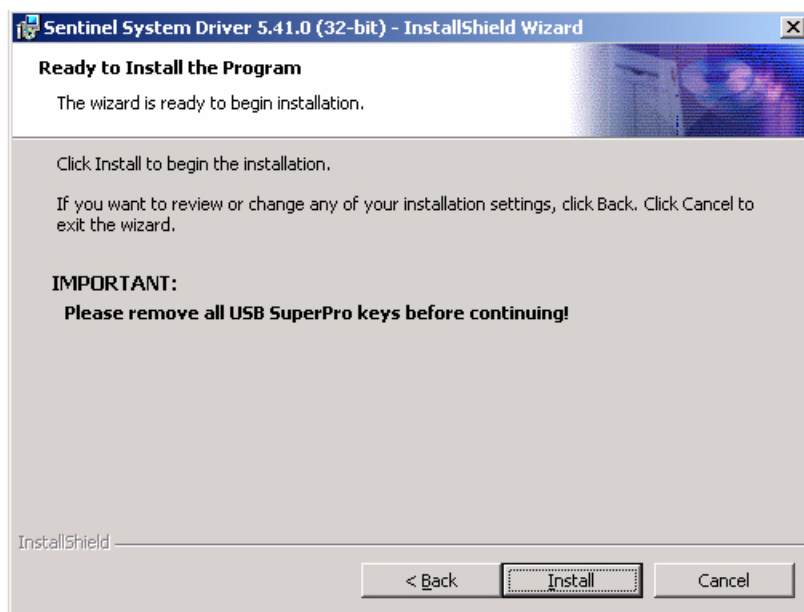


10. The dialog window indicates that the file was written successfully. Now wait a few seconds and the **Sentinel Driver** installation wizard will start.



NOTE: If this is the first time you have installed TOPAZ on this computer, you should follow the remaining steps. If this is an update, you may cancel out of the Sentinel Driver wizard.

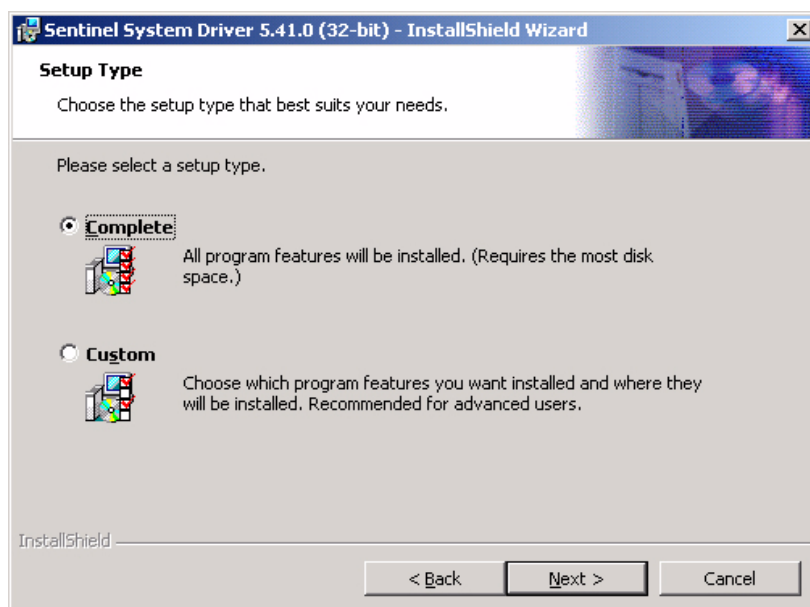
11. Click **Next >** to install the sentinel drivers.



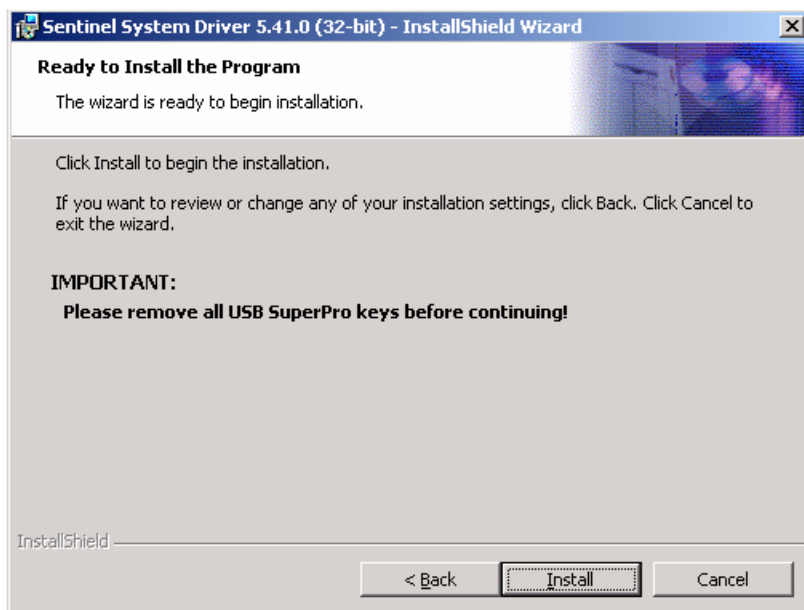
12. **Remove** all software sentinel keys from the USB port before continuing. Click **Install** to continue.



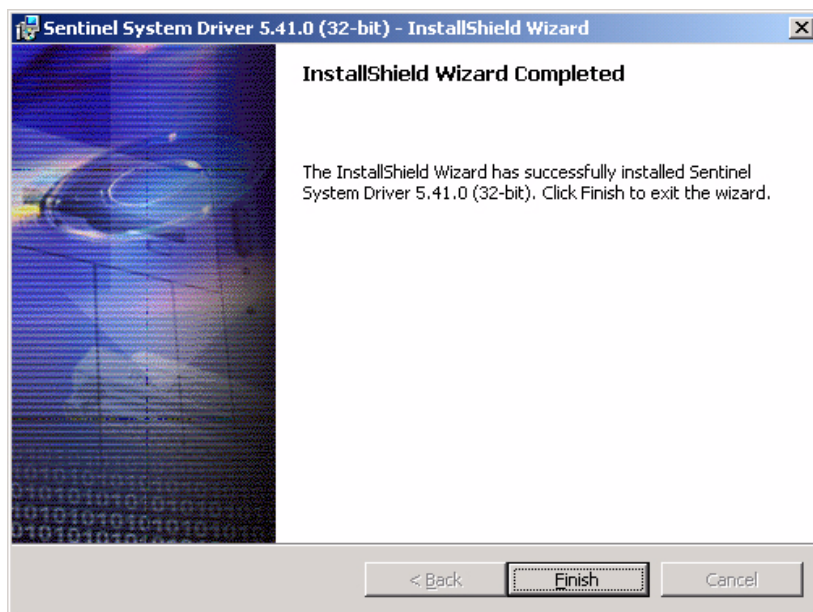
13. Select **I accept the terms in the license agreement**, and the Next button will become available. Click **Next >** to continue.



14. Select **Complete**, then Click **Next >** to continue.

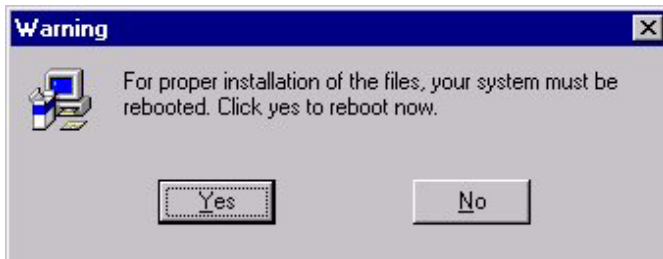


15. Remove USB sentinel keys before continuing, then Click **Install**. A screen with a progress bar will display while the Sentinel Driver files are installed.



16. Click **Finish**.

17. You will now be returned to the desktop and the following message will display.



18. You must restart your PC for the TOPAZ software to be activated. Click **Yes** to reboot your system.

This ends the installation steps for a server. If you want to add a workstation, see "Workstation Page" on page 8-6.

To start TOPAZ, double-click on the **TOPAZ** icon on your desktop.

Using Software

Start Up

NOTE: Before starting TOPAZ make sure Internet Explorer 6.0 or later was installed **from the TOPAZ CD** and the **wizard** was run to complete the installation of IE, or TOPAZ will not operate properly.

This topic describes how to begin interacting with the TOPAZ System Software. The installation uses default options so you will not have to make decisions or selections.

The Auto configuration function may also be used to assist you in setting up the system.

Whenever possible always power-up the system's peripheral devices (field panels, readers, etc.) before activating the server computer. In this way, any errors or diagnostic messages will display at the system's monitor or printer.

NOTE: If you use a workstation, the server should be running on the network before starting up the workstation.

Help

A major feature of TOPAZ is its Help section. Help is designed to assist you in real time on any part of TOPAZ operations. This enhancement reduces your need to refer to written documentation and will reduce training time for new users.

There are two Help buttons located in the top left corner of each of the browser pages.



Help Index - This button will open a content sub-window that will enable you to locate topics from the whole Help system by using the Table of Contents, Index, or Search functions.

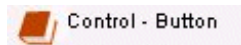




Page Help - This button will open a content sub-window that will enable you to easily locate topics covered on the currently selected browser window only. However, while using the Page Help you may also click on the Word **SHOW** button in the top left corner of the help page. This will open the Global Help as a sub-window on the left side of the help page allowing you to access all the Help topics.

Navigating the Help Table of Contents

The Table of Contents structure follows the navigation hierarchy of TOPAZ. On the left side, you will see the Table of Contents, displayed like a Windows tree.

Each  Closed Book represents a branch of the tree, such as the **Reports – Button** book shown below:



When you move the pointer over a book title it will underline the Title. Clicking on the underlined title to the right of the Book, opens that  Book to display  Pages (such as **Employee Reports**) in the Book, and possibly more Books, as shown below:



You can click on a Page, such as  Recall All Events **Recall All Events** to go to the Recall All Events Help page, as shown below:



Startup, Log-on, & Navigating

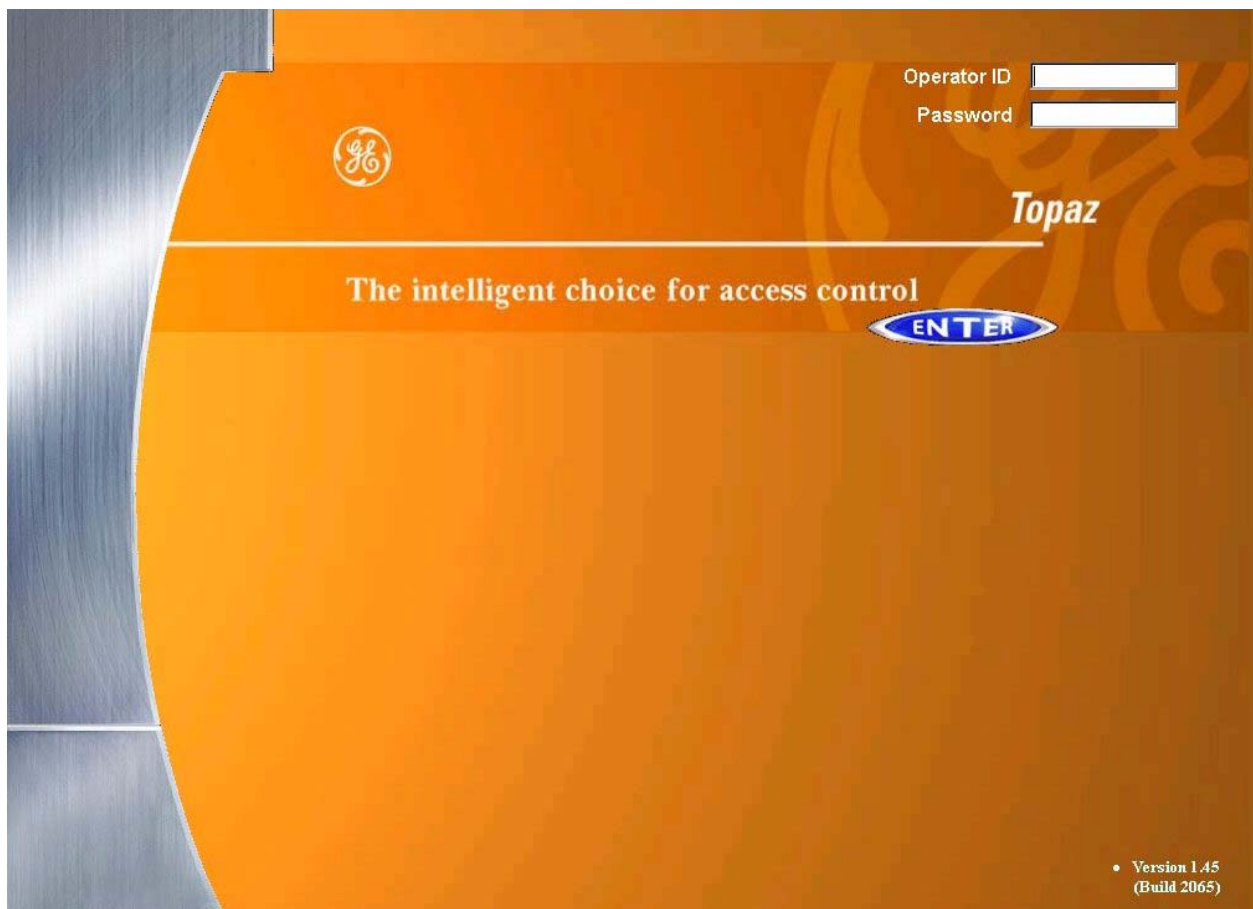
After the TOPAZ software has been properly installed, double-click the TOPAZ icon on the Windows desktop to startup the TOPAZ program.

After a brief initialization period, the log-on window shown below will appear in the center of your computer screen.

The Server/Workstation Display

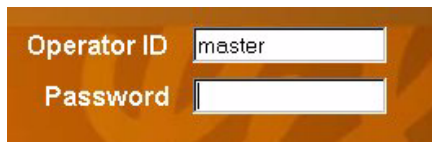
Log-on Window

Following the System initialization, the Workstation Log-on Window fills the monitor.



To log-on to TOPAZ, place the mouse arrow in the box labeled Operator ID, click, and type your Operator ID. Then move the mouse arrow to the box labeled Password. Click and type your password.

NOTE: If this is a new system you may use the default Operator ID of "master" with no password. Neither the Operator ID nor the Password is case sensitive. You may change the default password by following the procedures under the "Operator" section on page 7-2.



A login form with an orange background. It contains two white input fields. The first field is labeled "Operator ID" and contains the text "master". The second field is labeled "Password" and is empty.

Now, click on the  **Enter** button to complete your log-on to the TOPAZ System.

The First Time Topaz is Started

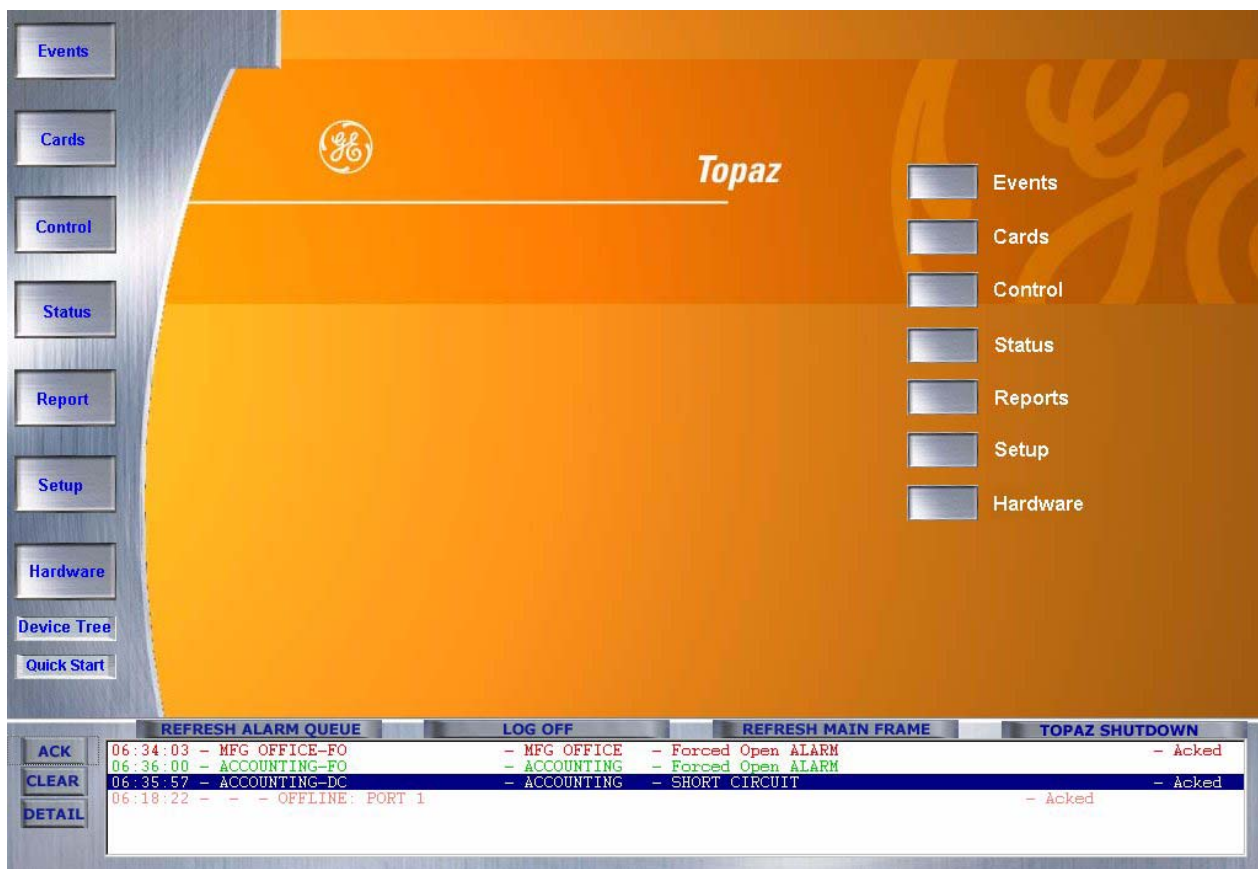
This will only apply if you are starting up the TOPAZ Software for the very first time. If this is not the first time, and you wish to use Auto Configuration, see “Auto Configuration Setup Page” on page 8-57.

After clicking the  **Enter** button the following message will display.



If you wish to have TOPAZ automatically configure the software and hardware for you, click the **OK** button. For more details, see “Auto Configuration” on page 1-4.

If you do not wish to auto configure your system click the **Cancel** button and the standard workstation browser navigation page will display as shown below.



The main Operator Screen (shown above) is divided up into 3 sections.

System Navigation Bar



TOPAZ's **Main Navigation Bar** is on the left side of the main Operator Screen.

Use the mouse pointer to click on the icons or buttons to navigate through the system.

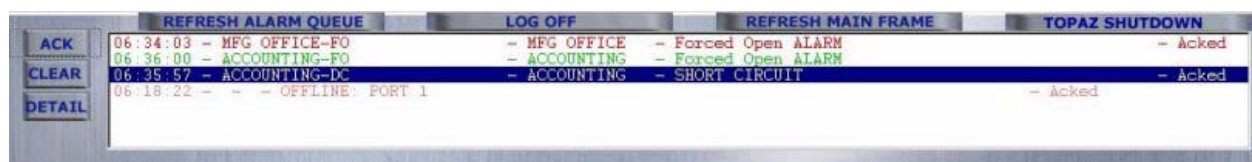
The main navigation buttons on the left of the Operator Screen and the Alarm Queue window at the bottom of the screen are available at all times while any page of the TOPAZ software displays.

The **Device Tree** button will display the device tree at any time. See "Device Tree" on page 8-60.

Quick Start will call up the quick start page to give you a short overview of the system. See "TOPAZ Quick Start" on page 1-2.

Alarm Queue Window

The **Alarm Queue** window at the bottom of the main Operator Screen is shown below.



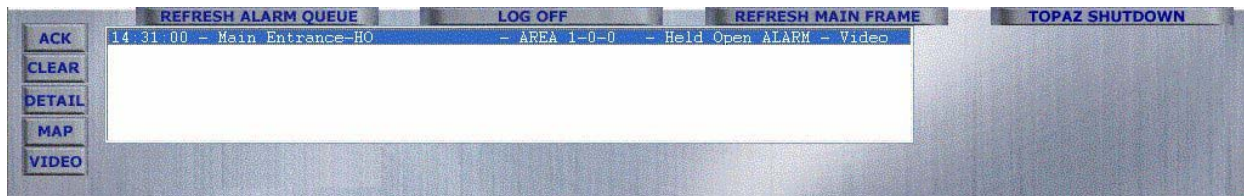
The Alarm Queue window will display alarms as they occur in RED. The color of the text for the alarm shows its status. The list below defines the meaning of the colors.

Color	Status
Red	Device in alarm
Green	Secure
Orange	An access event, for example, access denied
Purple	Trouble condition (short circuit, circuit fault, etc.)

If there are currently more events in the queue than can be shown in the window at one time, a scrollbar will appear at the right side of the window. The scrollbar will allow you to scroll through all the alarm events in the queue.

In order to remove an alarm from the queue, you must first acknowledge it and then clear it, as described below.

If you have the Video Option, the alarm event will have the word **video** in the information text. When you select an alarm with video, the **Video** button will become available to the left of the queue.



When an alarm is activated, video is recorded and the clip is linked to that alarm event. As long as the alarm point remains active, this is the only video clip that will be linked to that alarm event. If the alarm point is secured but has not been cleared from the queue, and a second event activates the same alarm point, the new alarm event will produce a new video clip of the second triggering event. However, if the alarm has not been cleared from the Alarm Queue, the only video that can be viewed from the alarm queue will be the first video associated with that alarm point. The later video clips will have to be accessed from the Event Queue. See "The Video Option" on page 2-1

For any alarm in the queue that is linked to the Color Graphics MAP feature, you can triple-click on that alarm or click on the MAP button to bring up the Color Graphics map assigned to it. For more details on Color Graphics, see "Map Button" on page 10-1.

Acknowledging an Alarm Event

To acknowledge an Alarm event, click on the text of the alarm to be acknowledged so it is highlighted. Click the **ACK** **Acknowledge** button and the Alarm Details page shown below will display. The alarm sound will continue until all the alarms in the queue have been acknowledged.

The screenshot shows the Alarm Details page with the following fields and values:

Current State	Secure	Acked By	ritchb
Priority	1	Alarm Name	ACCOUNTING-FO
Alarm Type	Forced Open ALARM	Date/Time	February 13, 2004 06:59:55
Description	Accounting Office Main Door	Device Name	Gaslite Main
Instructions	This door has been forced open. Send a Guard to Investigate - Code Yellow	Area	ACCOUNTING
		Comments	

At the bottom center is a blue **Save** button.

Alarm Details Page

The Alarm Details page contains the following information.

- **Current State** - The state of the alarm.
- **Priority** - The priority assigned to the alarm during alarm point setup.
- **Alarm Type** - The alarm type assigned to the alarm during alarm point setup.
- **Description** - The description assigned to the alarm during alarm point setup.
- **Instructions** - The instruction message text assigned during Alarm Option Instructions setup.
- **Acked By** - The name of the operator logged on to the system when the event was acknowledged.
- **Alarm Name** - The name assigned to the alarm during alarm point setup.
- **Date/Time** - The date and time the alarm event occurred.
- **Device Name** - The name assigned to ACU field panel the point is attached to.
- **Area** - The area assigned to the alarm during alarm point setup.
- **Comments** - Comments typed in by the operator (optional).

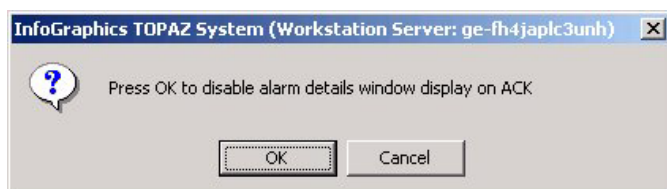
Now click the **ACK** **Ack** button to acknowledge the alarm. The name of the operator currently logged on to the system will be recorded in the **Acked By** field.

NOTE: The only field on the Alarm Detail page that can be changed or entered at anytime is Comments.

To close the Alarm Details window, click the **X** in the upper right corner of the window.

Alarm Details Page Auto Display

To **stop** the Alarm Details page from automatically displaying, right mouse click anywhere inside the alarm queue window and the following message will be displayed.

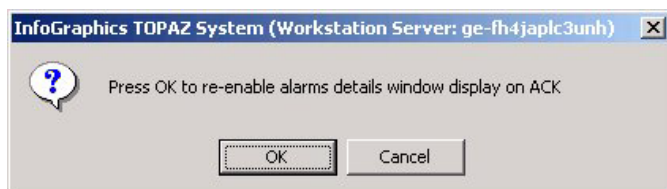


Click **OK** to stop the auto display feature.

Each time you now acknowledge an alarm the alarm color of the text will change to indicate that the alarm has been acknowledged but the alarm details page will not be displayed.

You can still call up the Alarm Details page by clicking the **DETAIL** button or by double-clicking on the text of the alarm inside the alarm queue window.

To **start** the Alarm Details page automatic display again, right mouse click anywhere inside the alarm queue window and the following message will be displayed.



Click **OK** and the Alarm Details page will again automatically display each time you acknowledge an alarm.

Color Graphics Not Ready Message

If you click the **MAP** button or **triple-click** an alarm in the Alarm Queue Window, which is linked to Color Graphics, the Color Graphics map will be displayed. For more details on Color Graphics, see "Map Button" on page 10-1.

If you don't see a MAP button then Color Graphics has not been configured for the workstation. To enable Color Graphics:

1. Select the **Hardware** button on the left side of the main screen.
2. Select **Workstation**.
3. Under Workstation, select the name of your workstation. The name should appear in the Workstation Name field.
4. Select **Alarm Graphics** by clicking the mouse in the check box placing a check mark in it.
5. Click the **Save/Add** button.
6. Click the **Refresh Alarm Queue** button to show the MAP button.

Now you can **click once** to select an alarm event in the Alarm Queue Window, **double-click** to call up the alarm details, or click the **MAP** button (or **triple-click** the alarm text) to call up the alarm color graphics.

If you have Color Graphics active but do not want to bring it up, when you select an alarm in the queue window, make sure you do not triple-click on the alarm.

Access Events

Access events are also logged in the Alarm Queue Window, for example, when access is denied.

To see more details on an access event, double-click anywhere on the access event in the Alarm Queue window. The Access Details page will display as shown below.

The screenshot shows the 'Access Details' page with a light orange background. It contains several input fields and text boxes arranged in two columns. The left column has fields for Message, Device Name, Reader Name, Area, and Badge Number. The right column has fields for Date/Time, Description, Cardholder Name, and Acked By. Below these are two larger text areas for Instructions and Comments. At the bottom center is a blue 'Save' button.

Message	ACCESS DENIED - CARD NOT DEFINED		
Device Name	Gaslite Main	Date/Time	February 13, 2004 07:20:28
Reader Name	ACCOUNTING	Description	MAIN ENTRANCE TO ACCOUNTIN
Area	ACCOUNTING	Cardholder Name	CARD UNDEF: 1234-5678-00001234I
Badge Number	1234-5678-0000123465	Acked By	ritchb
Instructions	<div></div>		
Comments	<div></div>		
<div>Save</div>			


The Access Details page contains the following information.

- **Message** - The message assigned to the event during **Reader Event** setup.
- **Description** - The description assigned to the reader during **Reader** setup.
- **Badge Number** - The whole badge number, including company code, facility code, and card number assigned to the cardholder.
- **Cardholder Name** - The name of the cardholder assigned to the badge during **Cards** setup.
- **Instructions** - The instruction message text assigned during **Alarm Point Option** setup.
- **Reader Name** - The name of the reader used for this access event by the cardholder, assigned to the reader during **Reader** setup.
- **Date/Time** - The date and time the access event occurred.
- **Device Name** - The name assigned to the **ACU field panel** to which the reader is attached.

- **Area** - The name assigned to the security area under **Security Area** setup.
- **Acked By** - The name of the operator logged on to the system when the alarm was acknowledged.
- **Comments** - Comments typed in by the operator.

Alarm Control Buttons


ACK Button

The  **ACKnowledge** button is used to acknowledge the alarm. Select the alarm in the alarm queue and click the button. The name of the operator currently logged on to the system will be recorded in the **Acked By** field.


NOTE: The only field on the Access Detail page that can be changed or entered at anytime is Comments.

To close the Access Details window, click the **X** in the upper right corner of the window.


CLEAR Alarm Event

The  **CLEAR** button allows the operator to clear alarms. After an acknowledged alarm has returned to normal condition the color of the text will turn to green and the event may be cleared from the Alarm Queue window. To clear an alarm from the Alarm Queue window, click on the alarm to highlight it and then click the **CLEAR** button.


DETAIL Button


The  **DETAIL** button will display a sub window with the details for the alarm that is currently selected in the Alarm Queue.

MAP Button

The  **MAP** button will allow you to call up the available maps for alarms. However, to access this Map feature, under **Hardware – Workstation**, you must have **Alarm Graphics** selected. For more details on Color Graphics, see “MAP Button” on page 10-1.


Video Button

The  **Video** button will allow you to call up the camera that was linked to the alarm event that is highlighted in the alarm queue. Click the Video button and the Video window will display as shown below.


When you click the  **View Event** button, the window will change to the clip of the event. This shows the actual alarm event starting at the moment the alarm occurred. If you want to see the moments leading up to the alarm click the **Reverse** button. See “The Video Option” on page 2-1 for more information and an example of a Video Clip window.

NOTE: There may be a delay of 30-40 seconds after an alarm event occurs before the clip becomes available by clicking the View Event button. Click the button once and the clip will begin as soon as it is available.

If you want to print a picture of the live feed, click the **Print** button.

To resume watching the live feed click the  **Start** button.



To Return to the Live Video feed, click the  **View Live** button and the live video screen will return.

System Control Buttons



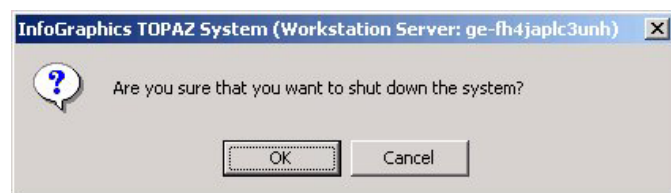
These four buttons are located above the alarm queue below the main screen area.

REFRESH ALARM QUEUE - When this button is clicked, the alarm queue is “refreshed” or “repainted”, to re-display the image. If active alarms disappear from the queue, click this button to retrieve them.

LOG OFF - When this button is clicked, you will be logged off the system. Before you can take any further action on the TOPAZ system you must first log back in with a valid Operator ID and Password.

REFRESH MAIN FRAME - When this button is clicked, the current main screen is “refreshed” or “repainted”, to re-display the image.

TOPAZ SHUTDOWN - When this button is clicked, a message **Are you sure that you want to shut down the system?** will display.



If you wish to continue shutting down the TOPAZ application, click **OK**. TOPAZ will shut down and exit to the Windows desktop.

NOTE: If you are working at a Topaz workstation, the **TOPAZ SHUTDOWN** button will only stop the local software application. It will not shutdown the server. If you want to stop the server click this button on the Server machine.

Main Browser Window



The third section of the Main browser page is the larger portion of the screen as shown in part on the left.

The main portion of the Main browser page has a set of navigation buttons that duplicate the Main System navigation buttons at the left side of the screen. As you move the mouse pointer over the buttons they will change color slightly. If the left mouse button is clicked while the button is changed it will navigate to that section of the TOPAZ System.

You may use either set of buttons to navigate to the selected section of the TOPAZ system.

Navigating Sections Of The System

TOPAZ has 7 basic navigation sections:

- Events
- Cardholder
- Control
- Status
- Reports
- Setup
- Hardware

The following will describe each of these sections, its function, and how it is used.

Each of the browser pages is an independent area. A frame is a section of a browser page. What happens in one frame may or may not affect the information in another.

The frames are different sizes. If more information is available than can be displayed in the frame, then scrollbars will appear at the right side or the bottom of the frame. Scroll up and down or left to right with the bar(s) to display the additional information.

Navigation Bar Structure

TOPAZ is a browser-based system, enabling you to use the mouse pointer to click on icon buttons to navigate through the system. You can click on one of the buttons, or on any of the main buttons on the left side of the navigation bar, to access any of the main sections of the software.

Tab Buttons

At times additional pages may be made available by clicking on certain buttons in the main navigation bars. The tab buttons are accessed from the navigation toolbar at the top of each page, as shown below for **Setup - Time Sched.**



At times additional tab buttons will appear after clicking on one of the top-level buttons in the navigation bar, as shown below for **Alarm Options**, to show **Instructions** and **Categories**:



The main navigation buttons on the left of the screen and in the Alarm Queue window at the bottom of the screen will be available at all times while any page of TOPAZ is selected.

Shutting Down the Software

The following is the recommended method to shut down the System software and its peripheral devices. In order to prevent loss of data, follow these procedures in the order listed. If your system includes optional hardware, refer to the equipment's accompanying documentation and follow the manufacturer's instructions.



Caution:

Once you have shut down the TOPAZ workstation, all on-line processing will stop at the workstation. If the TOPAZ Server is powered down, it will not enunciate any alarm reports or access requests. Depending on your current security hardware, access control decisions may then be handled by the controller (ACU) in the field.

You should have a contingency plan in effect to monitor alarms manually while the TOPAZ Server is off-line. You must take whatever precautions necessary to protect the safety of the personnel and equipment in your facility.

Shutting-Down Program Software

Procedure

1. Start from any TOPAZ System page.
2. Click the **TOPAZ SHUTDOWN** Button in the bottom right corner of the screen. The message **Are you sure that you want to shut down the system?** will display. Click **OK**.
3. The TOPAZ System program will close and return the Windows desktop.

At this point you can start another application or continue to shut down the Windows operating system in the recommended manner.



Caution:

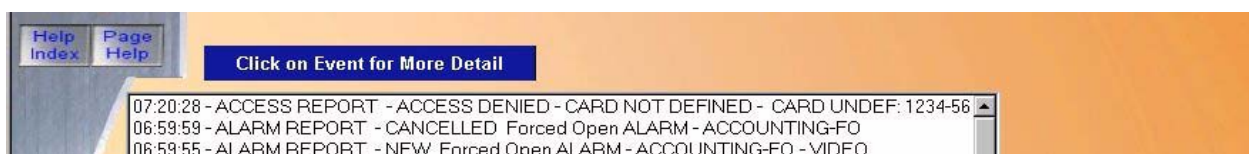
Shutting down the TOPAZ program at the server terminates all communications to the field devices. Alarms and events will no longer report to the server until the program is restarted and a download is initiated. Although the alarms and events are stored at the local field panel (ACU) until the server is back on-line, the amount of data stored is determined by the on-board memory of these devices.

Chapter 2

Events Button

Events Page

The **Events** page is opened as an independent browser page that appears as an overlay onto the existing browser page. The **Events** page contains all events as they occur.



This window shows all system events (alarm, system, device, and access events) as they occur. An event contains information that the system's server records to its database. Each event is given a sequential event number and a description. However, depending on how event processing is set up, not all events are displayed and some event numbers will appear to be skipped over.

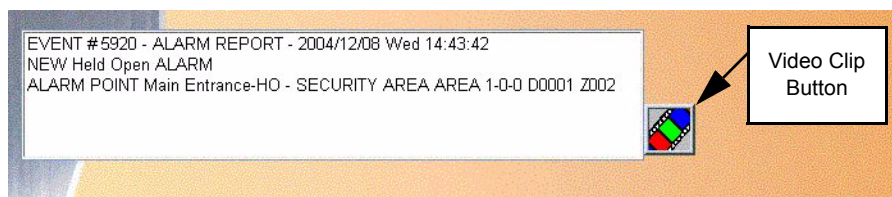
To close the **Events** window click the **X** in the right top corner of the window to return to the existing Main System browser.

The system updates this window constantly, but for the most part you will not see the status change in this window often unless there are new events.

If you have the video option activated, this page may also contain events that are linked to a video clip. The video clip can be accessed by opening the Detailed Event Window

Detailed Event Window

More details of each event can be instantly displayed by clicking on the event text inside the queue. A **Detailed Event** window will display in a pop-up window. This will contain further details of the event. When finished with the **Detailed Event** window, click the **X** in the upper right corner of the window to close it.



The Video Option


If the event has a Video Clip associated with it the Video button (shown above) will appear. To access the video clip, click on the Video Button. The Video will open in another window and play the clip. The clip


begins to play ten (10) seconds before the point where the event was began. If you want to see what happened prior to the event, click the **Reverse** button to play the clip backwards.




The control buttons are similar to those on a DVR:

-  **Fast Reverse**
-  Play in **Reverse**
-  **Pause**
-  Play **Forward**
-  **Fast Forward**

If you have found a frame of an event that you want to print, click the  **Print** button. The image will be printed on the Report Printer.

If you want to see what is happening at the camera that recorded the event clip, click the  **View Live** button.

When you have finished viewing the video clip, click the  **Close Window** button to return to the Event Details window.



Caution:

Do not close this window using the **X** in the upper corner. This can cause TOPAZ to lose communication with the video. Always click the **Close Window** button to close the window.

Chapter 3

Cards Button

The **Cards** button will navigate to the following pages, allowing you to add Cardholders and configure their Access Privileges, Photo ID, etc.

- Cards
- Photo ID
- Information
- Access Privileges
- Masking
- Custom Fields

These functions are accessed through the navigation bar buttons at the top of the **Cards** page.

To navigate to the **Cards** pages, click on the  **Cards** button in the main navigation bar on the left side of the browser window. The following page will display.



You can select a function to view or edit by clicking on the button at the top of the window.

The Cardholder Search window on the right will continue to be displayed while navigating through the Cardholder button pages. The only window that will change when the navigation buttons at the top are selected will be the area in the center of the screen.

Card Setup Page

The **Card Setup** page allows you to perform the following functions.

- Add New Cardholder
- Recall Cardholder
- Modify Cardholder
- Delete Cardholder

Adding a New Cardholder



1. Start by clicking the **Clear** button to clear the current record.
2. Enter the **Cardholder Name** of up to 12 of characters for "First" name, 1 character for "MI" (not required), and 15 characters for "Last" name. The **Cardholder Name** is a required field.

NOTE: You must know the encoded number of the card including the company and facility codes before continuing. The number will be listed on a document which was included with the card when shipped unless you requested custom cards with the card number printed on the back of the card.

3. Next enter the **Card Number** of up to 10 digits. The **Card Number** is a required field.

NOTE: The **Card Number** is the only field that may NOT be repeated, for the same Facility (Company Code plus Facility Code). You can have two identical Card Numbers as long as the Facilities are different.

4. Select the **Facility Code** by clicking on the down arrow and selecting from the list of Facility Codes.


If you need to configure a Facility Code to use, click the  **Link Arrow** Button to the left of the field to call up the Facility Code configuration page. When you have completed the configuration close the page by clicking the  **Save** button at the bottom of the page.

5. Enter the **Employee Number**. This field is optional and can be a maximum of 12 alphanumeric characters.
6. Enter **Card Stamp Number**. This is optional and can be a maximum of 8 numeric characters. The number is printed on the back of the card. If you request it, the number will also be the card number (and the encoded card number). However, to be used as the Card Number, the Card Stamp Number must be entered into the Card Number field.
7. The **Card Status** defaults to **Valid**, meaning that the card will be a usable card in the system.

Clicking on the down arrow and selecting from the list may select other options:


- **Lost** (card will be denied access)
- **Stolen** (card will be denied access)
- **Inactive** (card will be denied access)
- **Terminated** (card will be denied access)

The status of these four would indicate to the system that the card is not a valid one and to deny access under any circumstances.

8. The **Issue Level** only applies to magnetic stripe cards and is the number of times this card number has been issued (given to a single Employee). A card may be reissued if the Employee reported their card lost or stolen. You may click on the down arrow and select from the list of forty-nine (49) issue levels.
9. Once all the data for the new cardholder has been entered, click the  **Save/ Add** button at the bottom left side of the window to save the cardholder information to the database.

After clicking the **Save** button one of three messages will appear.

- If **Operation Complete** is displayed, no further changes are needed.
- If **Duplicate Record** is displayed, then the Card Number has been repeated. Use a new Card Number and try saving again.
- If **Operation Failed** is displayed, then a required field was not entered (Card Number or other field). Enter the required information and try saving again.

At any point if you wish to clear all the entered information click the  **Clear** button at the bottom right side of the window.

NOTE: If Photo Badging is being used, once the picture of the employee is added on the Photo ID page, it will display in the top right corner of the page.

Recall Cardholder

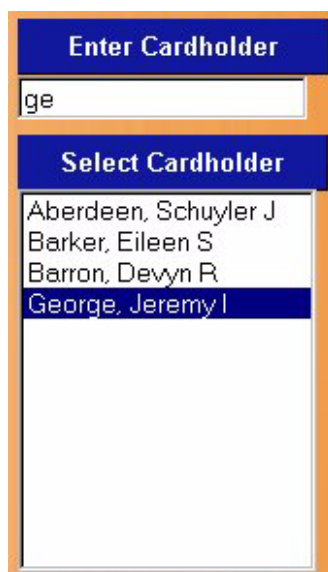
There are five ways to recall a cardholder in the database. The default is by **Name**. You can select a different filter by moving the mouse pointer to the **Search by** button. The drop-down list will display allowing you to select one of four (4) other options. As the mouse pointer is moved over the search fields they will change color. When the desired field is highlighted, click the left mouse button to select it.

- Recall By:
- Name (default)
 - Card Number
 - Serial Number
 - Employee Number
 - Vehicle License



Recall by Name

1. In the **Enter Cardholder** window as you start typing the name of the cardholder the list will highlight the name in the list. For example if "m" is typed then "Martin, Jean" is highlighted in the scrolling **Select Cardholder** window. If this is the cardholder you are looking for then click on the highlighted name in the **Select Cardholder** window. The data window will fill in with Jean Martin's data.



2. You may also scroll through the **Select Cardholder** list in the window and when the desired cardholder name is located, click on the name of the cardholder. The data window will fill in with the cardholder's data that you just clicked on.

At the bottom of the Select Cardholder window the **Record Last Changed** indicates the last date any changes or modifications were made to the current cardholder record being displayed.

NOTE: It may be necessary to use the scrollbar on the right side of the cardholder page to move the window up to show the **Record Last Changed** date.

Using the other Search By filters

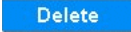
1. Select **[filter]** that you want to use from the **Search By** button.
2. The **Select Cardholder** window now contains all the cards in the system with the [selected filter] information displayed.
3. Begin typing the first digits of the desired information and the first card matching the typed information will be highlighted. When the correct card is highlighted, click the highlighted card. The employee information will fill the page.

NOTE: When searching by **Serial Number**, the numbers that will appear in the **Select Cardholder** field will be the number that was entered in the **Card Stamp Number** field on the **Cards>Setup** page.

Modify Cardholder Record

1. Follow the Recall Cardholder procedure to recall a cardholder record to be modified.
2. Make the desired changes to any field except the card number.
3. Once all the changes for the cardholder have been made, click the **Save / Add** button at the bottom left side of the window to save the cardholder information to the database.
4. After clicking the **Save** button, the message **Operation Complete** will appear.

Delete Cardholder

1. Locate the cardholder to delete.
2. Once the cardholder record is found and the database record is displayed, click the  **Delete** button.
3. A message **Are you sure that you want to delete this record?** will display. Click **OK** to continue.
4. The message **Operation Complete** should be displayed indicating that the cardholder has been deleted from the database.
5. The cardholder's record is now deleted from the database and the cardholder's name has been removed from the **Selected Cardholder** list on the right side of the screen.

Access Page

The **Access Privileges** page contains the following:

- Activation Date
- Deactivation Date
- Executive APB Override
- PIN Code
- Security Area Time Schedule
- Available Security Areas
- Available Access Groups

While viewing any **Cards** page, click the **Access** tab button at the top of the window. The navigation button will turn lighter blue and the **Access** page will display as shown below.

Activation Date


This is the date the card becomes active, with a default of today's date as retrieved from the server. This is not necessarily the same as the date the card was entered into the TOPAZ system. For example, you can enter a batch of cards that will become effective next week. The format of the date may be selected in **Setup - Site Settings**. A full calendar can be displayed and used for selecting this date by clicking on the **Calendar** button.

Deactivation Date

This is the date the card is no longer authorized for use and access will be denied. The default is 20 years from the Activation date. A full calendar can be displayed and used for selecting this date by clicking on the **Calendar** button.

Executive APB Override

This field will only apply if Anti-Passback is first enabled under **Setup - Site Settings**. You can do this

immediately by selecting the  Link Arrow button to the left side of **Executive APB Override** to go directly to the **Site Settings** page. Under **Anti-Passback**, you can select **Enable** to activate the Anti-Passback feature for this site.

In addition, you must select cardholders and security areas under **Control, Reset APB**.

There are two options for **Executive APB Override**

- **Deny Access** - If APB is violated, the system will deny access to the area and will generate an access denied alarm. This is the normal selection for most cardholders, otherwise Anti-Passback has little value.
- **Grant Access** - If APB is violated, the system will allow access to the area, provided the cardholder is authorized for entry to that area during that time, etc. Executive APB Override applies only to Anti-Passback conditions. It does not override other access rules. This will still trigger an alarm.

For more information on Anti-Passback, see “Appendix D – Anti-Passback” on page D-1.

PIN Code


The **PIN Code** is the Personal Identification Number or password (maximum number of digits is 4) that the cardholder is to use at the keypad for access. If the PIN is less than 4 digits, then leading zeros must be entered. For example, if the PIN is 23 and the PIN code is set for 4 digits, you must enter 0023 at the card reader. You can also use the asterisk after the number, for example, 23*.

NOTE: If keypads are not enabled on the Reader Setup Page, then no PIN Code is required.



Available Security Areas

Next, select the Security Areas that the cardholder will be authorized to access. Do this by clicking on the name of the Security Area listed in the **Available Security Areas** window.


NOTE: If the same group of security areas are going to be assigned to a number of cardholders you may want to take advantage of configuring the group of security areas as an Access Group. In this case use the next step “Available Access Groups” to add the access group to the cardholder. Go to **Setup Button- Access Groups Page** to configure a new Access Group.

Click the  **Right Arrow** button to add the selected security area to the **Selected Security Areas** window. Repeat this step until all desired security areas are added to the **Selected Security Areas** window. Up to eight (8) security areas may be selected.



To remove a selected area from the **Selected Security Areas** window click on the security area name to remove and click the  **Left Arrow** button.

If the desired Security Area is not available and you need to configure one, click the  **Link Arrow** button to the left of **Available Security Areas**. This will open the Security Area configuration page. Once you have completed the configuration, close the page by clicking the  **Save** button. This will return you to the Access page you were working with.

Available Access Groups

To select the **Access Groups** that the cardholder will be authorized to access, click on the name of the Access Group listed in the **Available Access Groups** window and click the  **Right Arrow** button to add the access group to the **Selected Access Groups** window. Repeat this step until all desired access groups are added to the **Selected Access Groups** window. Up to eight (8) access groups may be selected.



To remove a selected area from the **Selected Access Groups** window click on the access group name to remove and click the  **Left Arrow** button.

If the desired Access Group is not available and you need to configure one, click the  **Link Arrow** button to the left of **Available Access Group**. This will open the Access Group configuration page. Once you have completed the configuration, close the page by clicking the  **Save** button. This will return you to the Access page you were working with.

Security Area Time Schedule

The **Security Area Time Schedule** defines the times during which the cardholder will have access to certain Security Areas or Access Groups.


Click on the name of the area or group, then from the **Security Area Time Schedule** drop-down list select the time for authorization. Repeat until all areas or groups have a time schedule.

If the desired Time Schedule is not available and you need to configure one, click the  **Link Arrow** button to the left of **Security Area Time Schedule**. This will open the Time Schedule configuration page. Once you have completed the configuration close the page by clicking the  **Save** button. This will return you to the Access page you were working with.

Authorized for Conditional Unlock

This field works in conjunction with readers that are configured to Conditionally Unlock during a time schedule. When this option is selected, the door will not unlock until a designated cardholder accesses the area after the start of the unlock Time Schedule.

Example: The lobby reader door is configured to conditionally unlock at 07:00 (7am). At 7am the door will allow cardholders to access the lobby, but will remain locked to Non-Cardholders until a cardholder that is **Authorized for Conditional Unlock** accesses the lobby reader.

When configuration of the Access Page is complete click the  **Save** button to save the cardholder record.

After clicking the **Save** button one of the following messages will appear.

- If **Operation Complete** is displayed, then no further changes are needed.
- If **Operation Failed** is displayed, then a required field was not entered. Enter the field and try again.

Photo ID Page

Introduction to Photo Badging

The Photo Badging facility is available as standard software in all versions of the GE Interlogix' TOPAZ Series system.

The server or workstation configured as an enrollment station requires special hardware as described below. The verification station, which does not have the capability to take photos or print badges, needs no special hardware for the display of photos or badges.

The GE Interlogix' Photo Badging Software gives you a full Badge Design package with multi-layer design tools, a full editing package including copy, paste, automatic centering, and full drag and drop capabilities. The design package also includes snap to grid facilities, automatically scalable fonts with auto kerning, and landscaping badge templates, an extensive color palette with individual color design facilities, and a full badge design check and test print capability.

It includes a sophisticated photo capture facility, providing vertical and horizontal photo centering controls, brightness, contrast, color, intensity and hue controls for the photo image, and a multi frame capture which allows you to chose the best image to be included on the badge.

The system allows you to enter text, signatures, and database information directly from the cardholder database, and to print bitmaps, photos, and text based on conditions set for any of the fields in the Cardholder record.

The TOPAZ Photo Badging software can be used with a range of industry standard dye sublimation printers, like the Eltron P310-C direct connect printer. The software also supports double-sided printing, automatic magnetic stripe encoding, and use of hologram overlays.

Once the required video hardware is available in the system, the software will provide you with a complete set of tools and facilities necessary to design and print photo ID badges and all other functions outlined above.

For additional hardware requirements and options for each photo-badge enrollment station, see "System Requirements" on page 1-7.

The Photo ID Page

The **Photo ID** page is the badging and photo page, which enables you to take/import photos, assign a badge template, and print the badge, etc.

Before you can use the Photo ID features, you must have **Photo Badging** selected on the **Hardware – Workstation** page.

To enable Photo Badging:

1. Select the **Hardware** button on the left side of the main screen.
2. Select **Workstation**.
3. Under Workstation, select the name of your workstation. The name should appear in the Workstation Name field.
4. Select **Photo Badging** by clicking the mouse in the check box placing a check mark in it.
5. Click the **Save** button.

This page allows you to administer all badging functions, including the following:

- Display Badge
- Import Photo
- Design Badge
- Take Photo
- Print Badge
- Badge Templates

While viewing any Cards page, click the **Photo ID** tab button at the top of the window. The following page will display.

Display Badge

To display a badge, you must first select a cardholder from the **Select Cardholder** window. Then click on the **Display Badge** button. The photo (if available) for that cardholder will appear in the top right corner of the screen and the full badge for that cardholder will appear in the large **Badge Preview** window.

Take Photo

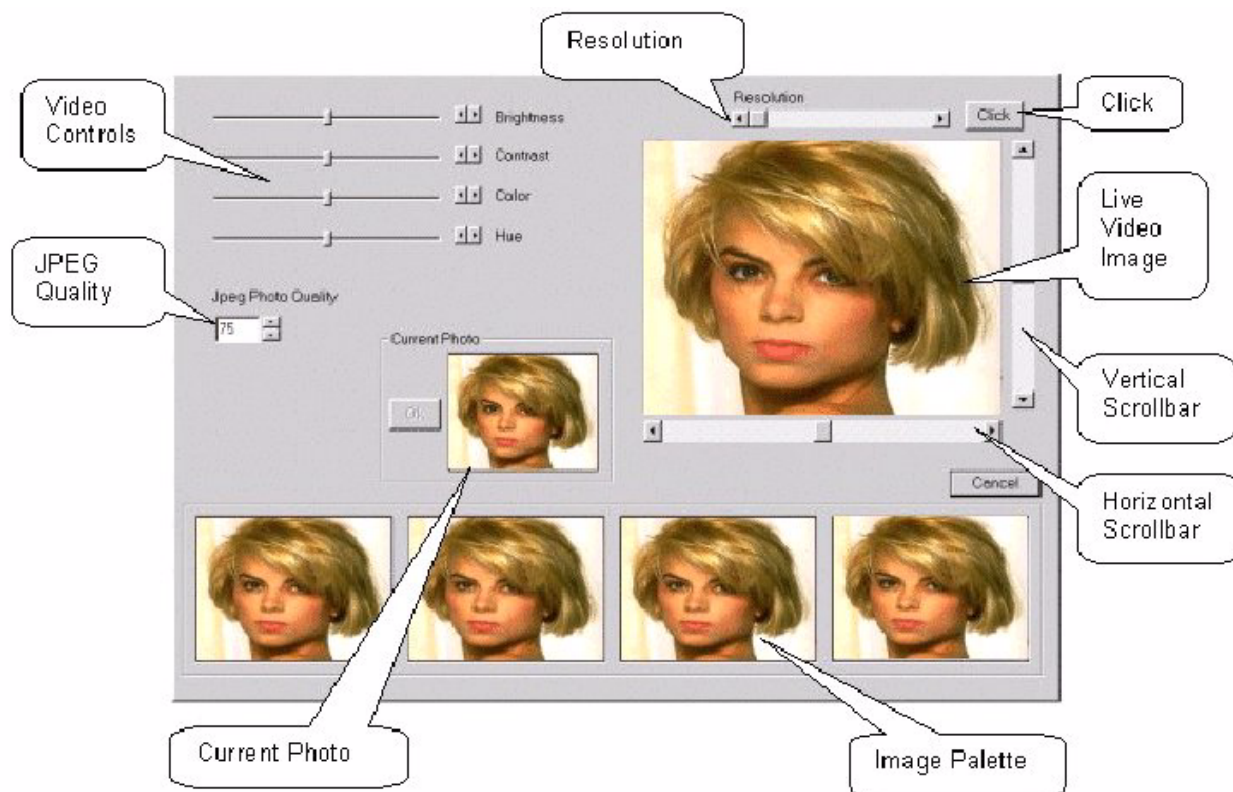
Verify that the correct cardholder's record is displayed before taking the photo. Then click on the

Take Photo

Take Photo button.

NOTE: A video card (if camera is not USB) and camera are required before you can take a photo. Also, make sure the color and resolution for your computer's monitor is set to 1024x768 and 16 bit High Color.

The cardholder's image will appear in the live video screen in the upper right of the new screen shown below. To the right and below the live video image are adjustment bars in scroll bars, which you may use to center the subject in the screen area. You may also adjust the **Resolution** bar to make the image sharper or softer.



To the lower left of the live video image is an area that displays the current photograph (if any) in the cardholder database for that subject. In the left upper part of the screen are the adjustment bars that you can use to control the **Brightness**, **Contrast**, **Color**, **Hue**, and **Resolution**. As you adjust these controls, the live image will change accordingly.

To take a photo, click the mouse on the **Click** button and the photograph will appear in one of the four screen spaces at the bottom of the screen, starting at the left box. Each time you click the mouse on the **Click** button, another photograph will be added to the four screen spaces at the base of the screen. As the photos are taken they will be added from left to right. You do not have to take all four photos.

In order to select which photograph is to be used on the badge, move the mouse over the selected photograph in one of the four photo boxes at the bottom of the screen and click the left mouse button. This will display the newly selected photo in the **Current Photo** box above. Click on the **OK** button to the left of the Current Photo to save this image into the cardholder database.

If you changed any of the video adjustments (Brightness, Resolution, etc.), a dialog box will appear asking you if the new settings should be saved. If you select **Yes**, these new adjustments will be saved for use with the photo of the next cardholder. If you select **No**, the original settings will be restored for the next cardholder. With either answer, the photo will be saved to the cardholder database and screen will revert to the Card database screen.

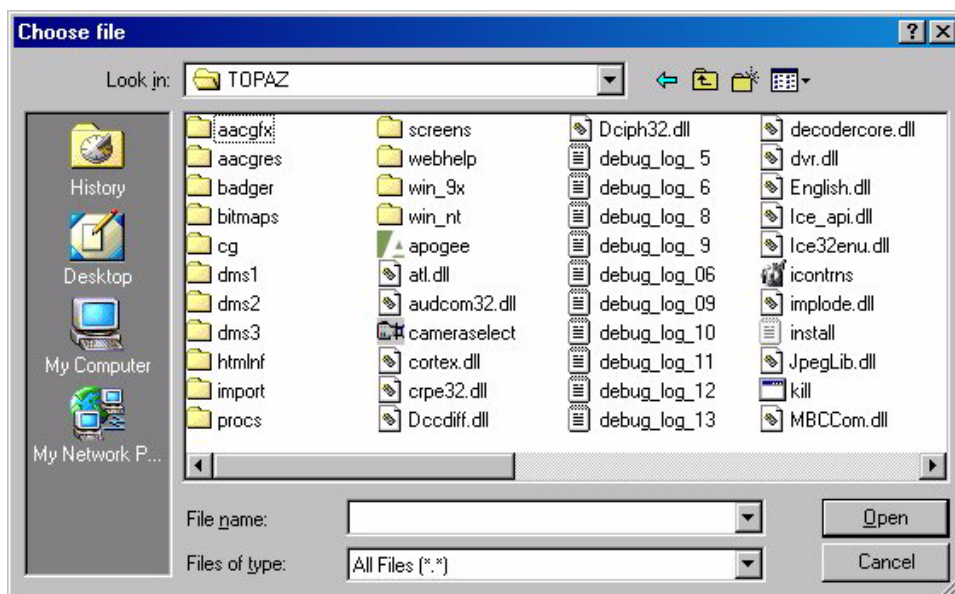
At anytime, you can click the **Cancel** button and the screen will revert to the Card database screen.

The **Jpeg Photo Quality** adjustment allows you to select the desired quality of the photo being saved. The lower the number, the lower the quality of the image. The default is 75 with a range of 5-95. We recommended that 95 be used for the best possible quality.

Importing Photo

Importing a photo allows you to display and use a digital photo file instead of a live photo. The imported photo should not exceed 200k in size.

1. Start by clicking the **Browse** button to the right of the **Photo File Name** field.
2. The **Choose File** window will open.



3. You may browse to select any folder you wish. Sample photos are stored under Badger / Photos.
4. Locate the ".jpg" file to import and click **Open**.
5. The name of the file will appear in the **Photo File Name** field.

- Click the **Import Photo** **Import Photo** button to display that image in the upper right corner of the screen.

Print Badge

NOTE: The first time you print a badge, you must first select a printer from within the Badge Design program.

Before printing the badge, you may wish to preview it to make sure it is correct by clicking the

Display Badge **Display Badge** Button.

To print the badge for the selected cardholder:

- Click the **Print Badge** **Print Badge** button.
- The badge will display in a full window. Then the Print dialog box will display.



Click **Yes** to print.

- If you do not have the proper equipment for printing badges, you will get an error message like this:



Click **OK** to continue.

- The message **Operation Complete** will display. Click **OK** to continue.

Design Badge

To access the badge design utility, click the **Design Badge** **Design Badge** button.


A new window for designing badges is presented. For more details on designing a badge template, see the chapter on "Badge Design" on page 9-1.

Badge Template

From the drop-down list of pre-designed badge templates select the template for the currently selected cardholder.


NOTE: To create a new badge template, see the chapter on "Badge Design" on page 9-1 for a complete user guide on designing a badge template.

Save

Once all the Photo Badging data for the cardholder has been entered click the  **Save** button at the bottom left side of the window to save the data to the server.

After clicking the **Save** button one of the following messages will appear.

- If **Operation Complete** is displayed, then no further changes are needed.
- If **Duplicate Record** is displayed, then the Card Number has been repeated. Try a new number.
- If **Operation Failed** is displayed, then a required field was not entered. Enter the field and try again.

At any point if you wish clear to clear out all the entered information click the  **Clear** button at the bottom right side of the window.

Masking Page

The **Masking** page allows you to select the Security Areas that the cardholder will be authorized to Mask/Unmask. “Masking” means turning off the alarm for that Security Area and “Unmasking” means turning the alarm back on.


While viewing any Cards page, click the **Masking** tab button at the top of the window. The following page will display.



Only Security Areas where masking is allowed will be listed.

Masking

In order to mask any alarms, the cardholder must first be allowed into the Security Area. If you want to configure an area for masking that does not appear in the list of **Available Masking Areas** (on the **Cards**

– **Masking** screen), click on the  **Link Arrow** to the left of the **Available Masking Areas** field. This will bring up an additional window showing the Security Area page, as shown below.

Click on the name under **Security Areas** that you want to allow Keypad Masking. That name will appear in the **Security Area Name** field on the right.




On this screen, select **Keypad Masking Allowed**. Repeat this process for all Security Areas in which you want to allow Keypad Masking.


When you are done, click on the **Save / Add** button to save your changes and return you to the Masking page.

The areas that you configured for **Keypad Masking Allowed** will now appear in the list of **Available Masking Areas** on the **Cards – Masking** screen. You can then select those areas to allow keypad masking.

NOTE: If a security area has **Keypad Masking Allowed** checked, the cardholder cannot gain access to the area until the area is Masked.

Add Areas for Masking

1. To select the Masking Area that the cardholder will be authorized to Mask/Unmask, click on the name of the area listed in the Available Masking Areas window and click the  **Right Arrow** button to add the Masking Area to the Selected Masking Areas window. Repeat this step until all desired Masking Areas are added to the Selected Masking Areas window.
2. To remove a selected area from the Selected Masking Areas window, click on the Masking Area name to remove and click the  **Left Arrow** button. This will move the area back into the Available Masking Areas window.
3. Once all the Masking data for the cardholder has been selected, click the  **Save** button at the bottom left side of the window to save the masking configuration information to the database.
4. After clicking the **Save** button one of the following messages will appear.
 - If **Operation Complete** is displayed, then no further changes are needed.
 - If **Operation Failed** is displayed, then a required field was not entered. Enter the field and try again.

At any point if you wish to clear out all the entered information click the  **Clear** button at the bottom right side of the window.



Caution:

Do not click on Clear button before clicking on the Save button or newly entered data will be lost.

Using Keypad Masking

Keypad Masking allows the cardholder to mask / unmask the alarms associated with a security area by using their PIN as described below.

In order for Keypad Masking to work, three conditions must all be set, in the following order:

1. Select the area under **Setup – Security Area** to allow Keypad Masking.
2. In order to mask any alarms, the cardholder must first be allowed access into that Security Area. Under **Cards – Access**, select the cardholder, then the area under Available Security Areas and move that area to the Selected Security Areas column.
3. The cardholder must have that Masking Security area selected. Under **Cards – Masking**, move the area from Available Masking Areas to Selected Masking Areas.
4. Click the **Save** button to save the changes.

To use the keypad to mask (unsecure) an area, the cardholder/user must enter the PIN + 20 to mask the alarm. For example, if his PIN is 1023, the cardholder must enter 1043 to mask that security area. The alarms will be turned off and the door will unlock.

NOTE: If a security area has Keypad Masking Allowed checked, the cardholder cannot gain access to the area until the area is Masked.

If one cardholder unmask that alarm, anyone with access to that area can enter. The alarm will be off.

To secure the area, an authorized cardholder/user must enter his PIN + 10 to unmask the alarm. For example, if his PIN is 1023, he must enter 1033 to unmask that security area. The alarms will then be set (on).

NOTE: If an alarm associated with the area being unmasked is active at the time you are attempting to unmask the area, the request will be denied. All alarms associated with the security area must be secure before an unmask request will be granted.

Information Page

The **Information** page contains additional detailed information on the cardholder. The information in these fields is optional.

To navigate to the **Information** page, from any page within the **Cards** pages click the **Information** tab button at the top of the screen. The following page will display.


The screenshot shows the 'Information' page for a cardholder. The sidebar on the left contains buttons for Events, Cards, Control, Status, Report, Setup, Hardware, Device Tree, and Quick Start. The top navigation bar has tabs for Cards, Batch, Card Setup, Access, Photo ID, Masking, Information (selected), and Custom Fld. The main form area contains the following fields:

- Hire Date: February 13 2004 (with a calendar icon)
- Social Security #: 555-12-3456
- Department: A72
- Phone Extension: 271
- Supervisor: George Schultz
- Emergency Contact: John Aberdeen
- Emergency Phone #: 555-1212
- Contact Relationship: Father
- Vehicle License #: 1CDL234
- State: CA


On the right side, there is a photo of a man. Below the photo is a 'Search by' button and a list of cardholders under 'Enter Cardholder' and 'Select Cardholder'. The 'Record Last Changed' field shows 'Feb 13, 2004'. At the bottom, there are 'Save' and 'Clear' buttons.

The maximum number of characters for each field is shown below.

Field Name	Max Characters
Hire Date	18
Social Security #	11
Department	8
Phone Extension	6
Supervisor	32
Emergency Contact	32
Emergency Phone #	12
Contact Relationship	16
Vehicle License #	10
State	2

For the Hire Date field, a full calendar can be displayed by clicking on the  **Calendar** icon.

Enter all the desired information on the cardholder and click the **Save** button at the bottom left side of the window to save the cardholder information to the database.

At any point if you wish to clear out all the entered information click the  **Clear** button at the bottom right side of the window.



Caution:

Do not click on Clear button before clicking on the Save button or newly entered data will be lost.


Custom Fields Page

The **Custom Fields** page contains eleven (11) additional fields you may custom configure for additional cardholder information not already available on the **Information Page**.


To navigate to the **Custom Fields** page, from any page within the **Cards** pages click the **Custom Fld.** tab button at the top of the screen. The following page will display.

- User Field 1 - 4 can contain a maximum of 24 alphanumeric characters.
- User Field 5 - 8 can contain a maximum of 16 alphanumeric characters.
- User Field 9 - 11 can contain a maximum of 12 alphanumeric characters.

The titles or names for these fields are optional and can be configured by you on the “Custom Fields Page” on page 7-19.

Clicking on the  **Link Button** to the left of the first field name on the screen above will open a new window allowing you to configure the field names. After making changes, click on the **Save** button to close the window. You will return to the Custom Fields page to continue entering cardholder information.

In the Cardholder Custom Fields window add any additional information for the currently selected cardholder to all the desired fields and click the **Save** button at the bottom left side of the window to save the information to the system.

At any point if you wish to clear out all the entered information click the  **Clear** button at the bottom right side of the window.



Caution:

Clicking the Clear button before clicking on the Save button will delete newly entered data.

Batch Add Page

The **Batch Add** Page allows you to add a maximum of 250 cards at one time. All of the cards being added must be configured for the same Deactivation Date, Company/Facility Code, list of Security Areas and/or Groups, and Time Schedules assigned to the areas/groups.

To navigate to the **Batch Add** page, from any page within the **Cards** pages click the **Batch** tab button at the top of the screen. The following page will display.

Company / Facility Code

Enter up to 4 numbers for the Company Code in the first field that will be encoded on the cards being added, and then enter up to 4 numbers for the Facility Code in the second field.

Start at Card Number

Enter up to 10 digits for the starting card number.

Stop at Card Number

Enter up to 10 digits for the ending card number. This range of cards (up to a maximum of 250 cards) will be added to TOPAZ. For example, if the starting card number is 136001 and the Stop at Number is 136250, then 250 cards will be added to the system.

Using Readers to Enter the Card Number Range

An alternative method of entering the Start at Card Number and Stop at Card Number is the following:

1. Leave the Start at Card Number and Stop at Card Number fields blank.
2. Take the first and last cards in the batch to any reader attached to the system.

3. Swipe the first card and the last card.
4. Return to the computer with the Batch Add Page showing.
5. The card numbers will display in those fields.

This method is useful if you have a reader close by and/or the card numbers are not stamped on the cards. Some firms order cards with the encoded card numbers different from the numbers stamped on the cards, for security reasons. They may use an offset value (for example, the card number is 10 more than the card stamp number) or a formula to determine the offset value, making it more difficult for anyone to gain access who has a card and does not know the card number.

Starting Card Stamp Number


Enter up to 8 digits for the Starting card Stamp Number. This would be the number on the back of the first card being added to the system.

NOTE: The Card Stamp Number is incremented one number at a time. For example, if you enter 5299 for the starting number and you are adding 100 cards, then the Card Stamp number on the first card will be 5299 and the last card will be 5398.

Starting Employee Number


Enter up to 12 alphanumeric characters for the Starting Employee Number to be added to the system. The employee number will increment by one for each card added to the system.

Deactivation Date



Select the date that all cards being added to the system will be deactivated. The default date is 20 years from the current date. A calendar is available by clicking on the  **Calendar** button.

Available Security Areas / Selected Security Areas

To select the Security Areas that all the cards being added will be authorized to access, click on the name of the Security Area listed in the **Available Security Areas** window.


Click the  **Right Arrow** button to add the selected security area to the **Selected Security Areas** window. Repeat this step until all desired security areas are added to the **Selected Security Areas** window. Up to eight (8) security areas per card may be selected.

To remove a selected area from the **Selected Security Areas** window click on the security area name to remove and click the  **Left Arrow** button



If the desired Security Area is not available and you need to configure one, click the  **Link Arrow** button to the left of **Available Security Areas**. This will open the Security Area configuration page. Once you have completed the configuration close the page by clicking the  **Save** button.

Available Access Groups / Selected Access Groups

To select the **Access Groups** that all the cards being added will be authorized to access, click on the name of the Access Group listed in the **Available Access Groups** window.

Click the  **Right Arrow** button to add the access group to the **Selected Access Groups** window. Repeat this step until all desired access groups are added to the **Selected Access Groups** window. You can use up to eight (8) access groups per card.



To remove a selected area from the **Selected Access Groups** window click on the access group name to remove and click the  **Left Arrow** button.


If the desired Access Group is not available and you need to configure one, click the  **Link Arrow** button to the left of **Available Access Group**. This will open the Access Group configuration page. Once you have completed the configuration close the page by clicking the  **Save** button.

Security Area Time Schedule

The **Security Area Time Schedule** defines the times during which the cards will have access to certain Security Areas or Access Groups.

Click on the name of the area or group, then from the **Security Area Time Schedule** drop-down list select the time for authorization. Repeat until all areas or groups have a time schedule.

If the desired Time Schedule is not available and you need to configure one, click the  **Link Arrow** button to the left of **Security Area Time Schedule**. This will open the Time Schedule configuration page. Once you have completed the configuration close the page by clicking the  **Save** button.

When you have finished configuring the Batch Add Page, click the  **Batch Add** button. The message **Operation Complete** will appear indicating the number of cards that were added to the system.



If not, the message will advise you which field has been left out. For example, if you left the Start at Card Number blank, you will see the following message:



When you have completed using the Batch Add function, click the **Card #** button to access the other page buttons.

At any point if you wish to clear out all the entered information, click the  **Clear** button.

button at the bottom right side of the window.



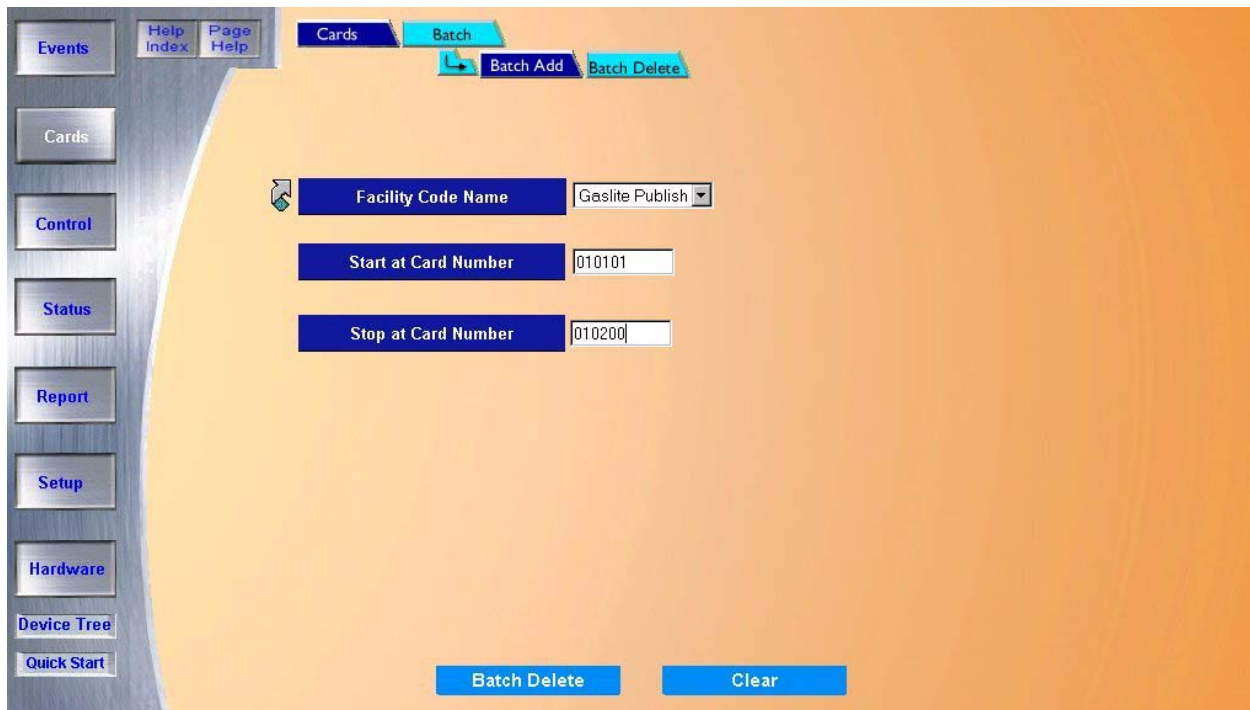
Caution:

Clicking the Clear button before clicking on the Batch Add button will delete newly entered data.

Batch Delete Page


The **Batch Delete** page allows you to delete a range of cards in one easy step.

To navigate to the **Batch Delete** page, from any page within the **Cards** pages click the **Batch** tab button at the top of the screen. Then click the **Batch Delete** tab button. The following page will display.

The screenshot shows the 'Batch Delete' page within the TOPAZ software. On the left is a vertical navigation menu with buttons for 'Events', 'Cards', 'Control', 'Status', 'Report', 'Setup', 'Hardware', 'Device Tree', and 'Quick Start'. At the top of the main area, there are tabs for 'Cards' and 'Batch'. Under the 'Batch' tab, there are two sub-tabs: 'Batch Add' and 'Batch Delete', with 'Batch Delete' being the active one. The main content area has a light orange background. It contains three input fields: 'Facility Code Name' with a dropdown menu showing 'Gaslite Publish', 'Start at Card Number' with the value '010101', and 'Stop at Card Number' with the value '010200'. At the bottom of the main area, there are two buttons: 'Batch Delete' and 'Clear'.

Facility Code Name

From the drop-down list, select the name of a facility code you want to use.

If the desired **Facility Code Name** is not available and you need to configure one, click the  **Link Arrow** button to the left. This will open the Facility Code configuration page. Once you have completed the configuration close the page by clicking the **Save** button.

Start at Card Number

Enter the first card number to be deleted.


Stop at Card Number


Enter the last card number to be deleted. This range of cards (up to a maximum of 250 cards) will be deleted from TOPAZ.



Caution:

Remember that all cards between the Start and Stop numbers will also be deleted!

At any point if you wish to clear out all the entered information click the  **Clear** button at the bottom right side of the window.

When you are sure that you have the correct card numbers selected to be deleted click the  **Batch Delete** button.

The message **Operation Complete** will appear indicating the number of cards that were deleted from the system. If not, the message will advise you which field has been left out.

When you have completed using the Batch function, click the **Card #** button to access the other page buttons.

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Chapter 4

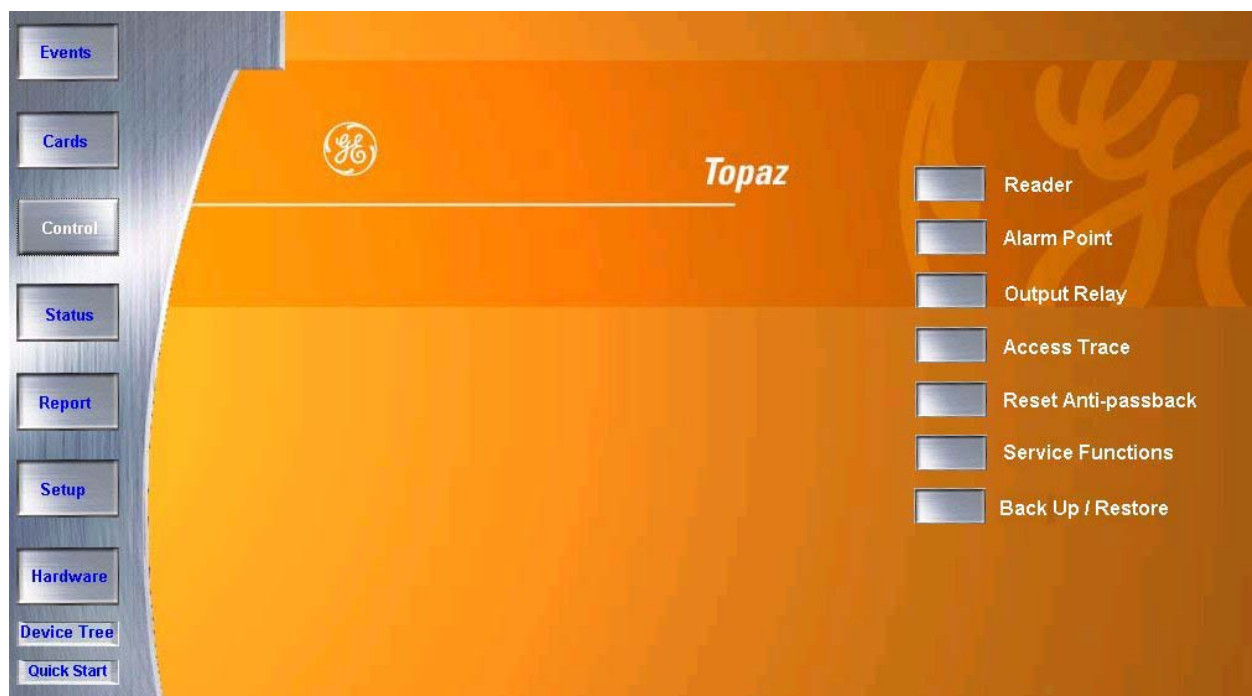
Control Button


The **Control** button allows you to control readers, alarm points, and access trace, reset anti-passback, perform service functions, and back up / restore the TOPAZ System databases.

The following buttons are available through the main Control page.

- Reader
- Alarm Point
- Output Relay
- Access Trace
- Reset Anti-Passback
- Service Functions
- Backup / Restore

To navigate to the Control page, click on the  **Control** button in the left main toolbar. The following screen will display.



Each of the seven options above may be selected by clicking the corresponding  button on the right side of the screen. While viewing any one of the Control screens, you can refresh the screen by clicking the tab for the screen selecting it again.

Reader Control Page

The **Reader Control** page allows you to check the status of any configured reader in the system and send manual commands to them such as unlock, lock, etc.

- Status
- Control (Lock / Unlock)

To navigate to the **Reader Control** page, from any page within the Control pages click the **Reader** tab button at the top of the screen, or from the main control page click on the **Reader** button on the right side of the screen. The following page will display.



Status

The top portion of the window under **Status** lists all pre-configured Readers.

To check the status of any Reader scroll through the list until the name of the Reader is located. The color of the text shows the status of the reader. The list below defines the meaning of the colors.

Status	Color
System Control	Black
Unlocked	Red
Momentary Unlock	(Not shown)
Locked	Green
Offline	Magenta

Control

To send a command to a Reader, first select one of the pre-defined readers in the bottom portion of the window in the list under **Reader Control**. Scroll through the list and click on the name of the Reader to send the command to. Click on the desired command button located below the **Reader** list. The possible commands that may be sent are listed below.

- **System Control** **System Control** - Places the Reader back to the mode that the door is set for at the current time as predetermined by the system's configuration.
- **Lock Door** **Lock door** - Locks the Reader controlled door. The door will remain locked until another command is sent either by the operator, time schedule, or linked condition, etc. to change the door to another state. It will not respond to an authorized cardholder.
- **Unlock Door** **Unlock Door** - Unlocks the door. The door will remain unlocked until another command is sent either by the operator, time schedule, etc. to change the door to another state.
- **Momentary Unl** **Momentary Unlock** - Unlocks the door. The door will remain unlocked for the configured unlock time. At the end of the unlock time the door will return to its prior state.

After clicking one of the above, a message **Operation Complete** will display. Click **OK** to continue.

If the ACU controller is not communicating with the PC, then the message **Device Offline** will display. Click **OK** to continue.

The color of the reader name will change in the Status window to reflect the current command sent.

Alarm Point Control Page

The **Alarm Point Control** page allows you to mask, unmask, or check the status of the Alarm Input Points and Security Areas.

- Check Status
- Control (Mask / Unmask)

To navigate to the **Alarm Point Control** page, from any page within the Control pages click the **Alarm Point** tab button at the top of the screen, or from the main control page click on the **Alarm Point** button on the right side of the screen. The following page will display.

Name	Panel	Area	Category	Zone	Status
ACU 1-LOW BATT	Gaslite Main	SYSTEM	System Input	12	Offline
ACU 1-POWER	Gaslite Main	SYSTEM	System Input	15	Offline
ACU 1-TAMPER	Gaslite Main	SYSTEM	System Tamper	14	Offline
BACK DOOR-DC	Gaslite Main	SYSTEM	Door Contact	16	Offline

Status

The top portion of the window under **Status** lists all pre-configured alarm points.


To check the status of any Alarm Point or Security Area scroll through the list until the name of the Alarm Point or Security Area is located. The color of the name in the list will determine its current status.


The list below defines the meaning of the colors.

Status	Color
Masked	Blue
Secure	Green
Alarm	Red
Open	Peach
Short	Peach
Ground	Peach
Circuit Fault	Peach
Offline	Magenta

Control (Mask / Unmask)

To Mask or Unmask a Security Area or Alarm Input Point, select the name from the pre-configured list of Security Area names or Alarm Input Point names located in the bottom of the window under the Control portion of the window. Do this by scrolling through the list and clicking on the desired name.

Click on the  **Mask** button to mask the Security Area or Alarm Input Point, as desired.

Click on the  **Unmask** button to unmask the Security Area or Alarm Input Point, as desired.

After clicking one of the above a message **Operation Complete** will display. Click **OK** to continue.

If the ACU controller is not communicating with the PC then the message **Device Offline** will display. Click **OK** to continue.

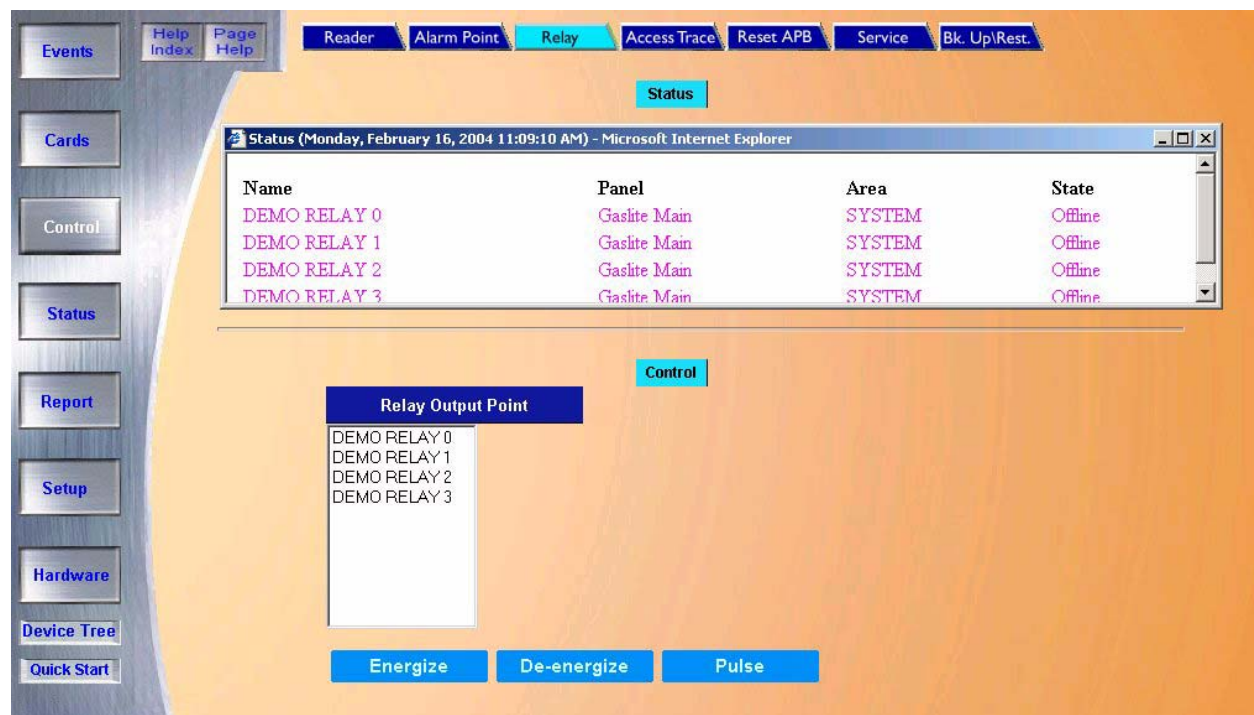
NOTE: Only the alarm points that were configured as maskable will appear in the list.

Relay Control Page

The **Relay Control** page allows you to control and check the status of relays and groups of relays. Relays are sometimes referred to as Output Points.

- Relay Status
- Control Relay

To navigate to the **Relay Control** page, from any page within the Control pages click the **Relay** tab button at the top of the screen, or from the main control page click on the **Relay** button on the right side of the Main Control screen. The following page will display.



Status

The top portion of the window under **Status** lists all pre-configured relays.

To check the status of a Relay, scroll through the Status List in the upper portion of the window. The color of the name will show its status as follows.

Status	Color
De-energized	Green
Energized	Red
Pulse Output	(Not shown)
Offline	Magenta

Control Relay

To control or change the status of a Relay Point, scroll through the list of Relays in the lower portion of the window under **Control**. Click on the name of the Relay to control. Once the name is selected (highlighted), click on the desired function.

Control Single Relay

- **Energize** **Energize Output** - This command will activate or turn ON the relay until another command is sent by the operator, time schedule, or linked condition, to change the relay to another condition.
- **De-energize** **De-energize Output** - This command will de-activate or turn OFF the relay until another command is sent by the operator, time schedule, or linked condition, to change the relay to another state.
- **Pulse** **Pulse Output** - This command will activate or turn ON the relay. The relay will remain activated or ON for less than one second and then de-activate.

After clicking one of the above a message **Operation Complete** will display. Click **OK** to continue.

If the ACU controller is not communicating with the PC, then the message **Device Offline** will display. Click **OK** to continue.

Access Trace Page

The **Access Trace** page allows you to setup a real time trace for Cardholder(s) or Reader(s). In a Cardholder trace, the movements of the selected cardholder in and out of access points are monitored. In a Reader trace, any activity at that reader is reported.

The trace can be configured to be active only during a selected time schedule and can be sent to a selected workstation PC. An Alarm Instruction Message may also be linked to the trace so that the message is displayed along with the trace event.

- In Progress
- Start a Trace
- Stop a Trace

To navigate to the Access Trace page, click the **Access Trace** tab button at the top of any Control page, or from the main control page click on the **Access Trace** button on the right side of the screen. The following page will display.

Traces Available



The top portion of the main window has two lists, one showing the Readers and one showing Cardholders. A scrollbar to the right of the list indicates that the list is longer than the window. Use the scrollbar to view the entire list.

Start a Trace



Access Trace by Cardholder

To start a trace for a specific Cardholder, in the upper portion of the window under **Traces Available**, click on the cardholder name in the **Access Trace by Cardholder** list.



Workstation - If a workstation is being used, from the list select the workstation for the trace to report to.


NOTE: If you need to configure a Workstation, click the  to the left of the field to call up the Workstation configuration page. When you have completed the configuration close the page by clicking the  **Save** button. You will then return to the Access Trace page.

Time Schedule - Select the Time Schedule for the trace to be active.

NOTE: If you need to configure a Time Schedule, click the  to the left of the field to call up the Time Schedule configuration page. When you have completed the configuration close the page by clicking the  **Save** button. You will then return to the Access Trace page.

Instruction Message - Select from the drop-down list of pre-configured Instruction Messages the message to be displayed to the operator when the trace event occurs.



NOTE: If you need to configure an Instruction Message, click the  to the left of the field to call up the Instruction Messages configuration page. When you have completed the configuration close the page by clicking the  **Save** button. You will then return to the Access Trace Page.

Once the cardholder name is highlighted and the desired Workstation, Time Schedule, and Instruction Message have been selected, click on the  **Start** button to start the trace. The selected Cardholder will be removed from the Traces Available list and will now appear in the Traces In Progress list.



Access Trace by Reader

To start a trace for a specific Reader, in the upper portion of the window under Traces Available, click on the reader name in the Access Trace by Reader list.


Workstation - If a workstation is being used, from the list select the workstation for the trace to report to.


NOTE: If you need to configure a Workstation, click the  to the left of the field to call up the Workstation configuration page. When you have completed the configuration close the page by clicking the  **Save** button. You will then return to the Access Trace page.


Time Schedule - Select the Time Schedule for the trace to be active.

NOTE: If you need to configure a Time Schedule, click the  to the left of the field to call up the Time Schedule configuration page. When you have completed the configuration close the page by clicking the  **Save** button. You will then return to the Access Trace page.

Instruction Message - Select from the list of pre-configured Instruction Messages the message to be displayed to the operator when the trace event occurs.

NOTE: If you need to configure an Instruction Message, click the  to the left of the field to call up the Instruction Messages configuration page. When you have


completed the configuration close the page by clicking the  **Save** button. You will then return to the Access Trace page.

Once the reader name is highlighted and workstation selected click on the  **Start** button to start the trace.

The selected Reader will be removed from the Traces Available list and will now appear in the upper Traces In Progress list.

A message **Operation Complete** will display.

Stop a Trace

To stop a trace for a specific Cardholder or Reader, in the lower portion of the window under Traces In Progress, click on the Cardholder name or Reader name that you wish to stop tracing. Once the name is highlighted click on the  **Stop** button to stop the trace. The selected Cardholder or Reader name will be removed from the Traces In Progress list and will appear back in the Traces Available list.

After clicking one of the above, a message **Operation Complete** will display.

Reset APB Page (Anti-Passback)

The **Reset APB** page allows you to reset the Anti-Passback status of a cardholder or all cardholders in a selected Security Area.

Reset APB is used to reset cardholders who have access to the APB Security Area in order to allow them to enter that area after they have exited without swiping their cards. For example, if all cardholders who are in an APB Security Area leave quickly because of a fire and do not swipe their cards individually upon exiting, the system thinks they are still in the APB area. **Reset APB** will also allow the security staff to set (change) the Security Area to a different area that is not an APB area for all cardholders who have access to that area.

- Set All Cardholders' APB
- Set a Cardholder's APB

To navigate to the **Reset APB** page, from any page within the Control pages, click the **Reset APB** tab button at the top of the screen, or from the main control page click on the **Reset APB** button on the right side of the screen. The following page will display.



Set All Cardholders

This is used to reset cardholders who have exited the APB area without swiping their cards. This will allow them back into the APB area.

To **Set All Cardholders** in a selected Security Area click on the name of the Security Area in the **Reset ALL Cardholders to Security Area** list that you wish to reset.

After the name is highlighted, click the  button in the top **Set All Cardholders** section.

A message **Operation Complete** will display. Click **OK** to continue.

For an overview on Anti-Passback, see “Appendix D – Anti-Passback” on page D-1.


Set Selected Cardholders to Security Area

This function is to enable you to reset the APB of only one cardholder at a time to a selected Security Area.

This is used to allow the specified cardholder who has access to the APB Security Area to be allowed to re-enter that area after exiting the APB area without swiping their card.

For example, if a cardholder who is in a specified Security Area left the area by tailgating behind another cardholder and did not swipe their card upon exiting. The TOPAZ system thinks the cardholder is still in that area. This will allow the security staff to reset that Security Area to allow reentry for that one cardholder only.

To reset the selected cardholder to a selected Security Area click on the Cardholder Name in the Available Cardholders list and then click on the Security Area the cardholder is to be reset to.

After the Cardholder and Security Area names have been highlighted click the  button in the lower **Set Selected Cardholder** section.

A message **Operation Complete** will display.

For more information on Anti-Passback, see “Appendix D – Anti-Passback” on page D-1.

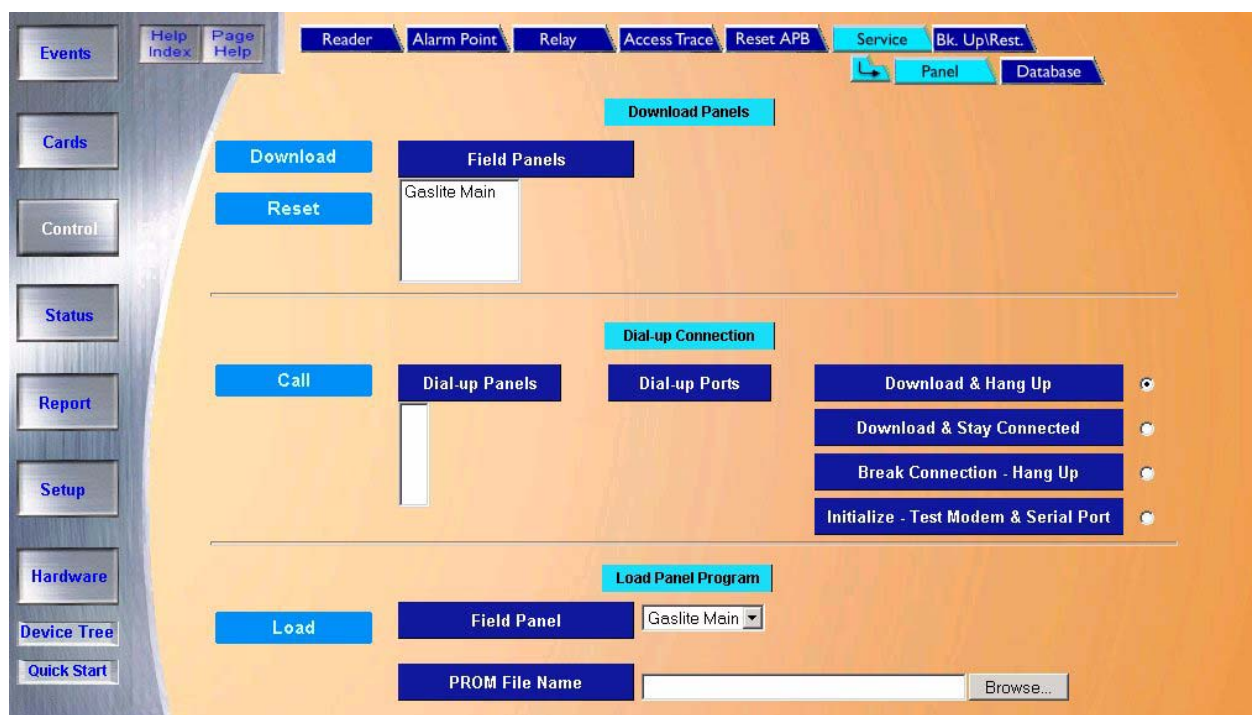
Service

Panel Page

The **Panel** page allows you to:

- Download Panels
- Dial-up Connection
- Load Panel Program

To navigate to the **Panel** page, from any page within the Control pages click the **Service** tab button at the top of the window, or from the Control page click the **Service Function** button on the right side of the screen. The following page will display.



Download Panels

To download all data to a selected panel, scroll through the list of pre-configured panels in the **Field Panels** list and select the panel to download to by clicking on the name in the list.

Once the name is highlighted click the **Download** button located in the **Download Panels** section to start the download of all data to the currently selected ACU panel.

A message **Operation Complete** will display.

NOTE: If the panel fails to download, the panel will revert to the data in the panel before the download was started. The downloaded data will not take effect until the entire database has been downloaded.

Reset Panels

In the event that the field panel would require rebooting, you can select the field panel in the list and click the Reset button. In Most cases this will eliminate the need to respond to the location of the panel to reset it.

A message **Operation Complete** will display.

Dial-up Connection

To download to a dial-up panel, scroll through the list of pre-configured **Dial-up Panels** and select the panel to download to by clicking on the name in the list so that it is highlighted.

Next select one of the four download options:

- **Download & Hang Up**

After the download is completed the panel will Hang Up (disconnect).

- **Download & Stay Connected**

After the download is completed the panel will Stay Connected (not hang up).

- **Break Connection - Hang Up**

This option will force the selected panel in the Dial-up Panels list to Hang Up (disconnect).

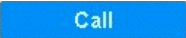
- **Initialize - Test Modem & Serial Port**

This option will conduct a test of the selected computer's serial port and attached modem selected from the Dial-up Ports list.

NOTES:

- If Initialize - Test Modem & Serial Port is selected, the Dial-up Ports list will be available to select the port to be tested. Select the port before continuing. The Dial-up Panels list will not be available for the port test.
- When using dial-up, the modem baud rate should be set to 9600 with no parity. Also, **a Robotics Sportster external modem must be used at the host computer.**

The desired option can be selected by clicking on the white circle to the right of the option. This will place a small black dot in the circle indicating the option is selected.

Once the panel or port name is highlighted and the option is selected, click on the  button located to the left of the Dial-up Panels list to start the requested communication function.

A message **Operation Complete** will display.

Load Panel Program (Firmware Updates)

From the Field Panel list, select the panel to load.

The PROM File can be received in a number of ways, e.g., floppy disk, E-mail, or CD. Once you receive the file it is recommended that you copy the file to the hard drive of the server and then reference the updated file from the hard drive. Running an update from the floppy drive can be VERY slow.

It is also recommended, after updating one panel you check all the features in the updated panel to make sure that it is functioning properly then continue updating the other panels on your system one at a time.

When typing the PROM File Name in the field you must enter the entire file path, for example,

C:\acu2024003.s19

Enter the update file name in the field window, or click the **Browse** button to locate the update file, and click the **Load** button located to the left of the Field Panels list to start the program loading.

A message **Operation Complete** will display.

Database Page

The **Database** page allows you to repair a damaged database.

To navigate to the **Database** page, from any page within the **Control** pages, click the **Service** tab button at the top of the window and then the **Database** tab button, or from the Control page click the **Service Function** button on the right side of the screen, then the **Database** tab button. The following page will display.



To run one or more of the following Database Repair options, click on the white button to the right of the desired option. This will place a black dot in the button indicating it has been selected. Only one option may be selected and executed at a time.

NOTE: It is highly recommended that you backup your database before performing a database repair. To backup, go to **Control Page – Back Up/Restore**.

**Caution:**

Since running the Alarm Database Repair or the Cardholder Database Repair programs changes files, it is important that you be experienced and properly trained in using them. In addition, if your site has both a server and the workstation, it is suggested that the repairs be done at the server. If copying of files is required, the copying must be done at the server.

Alarm Database Repair

Checks the alarm file for integrity and sends the repaired files to the **dms2** folder.

Cardholder Database Repair

Compares and rebuilds the cardholders file in **dms2**.

Cardholder Database Diagnostic with APB Repair

Selecting this option will check and repair the integrity of the Anti-Passback table in the **dms1** folder. You do not need to shut down TOPAZ for this.

For an overview on Anti-Passback, see “Appendix D – Anti-Passback” on page D-1.

Cardholder Database Diagnostic without APB Repair

Checks the integrity of the Anti-Passback table and displays any possible problems. This does not change the APB status tables. No files are changed.

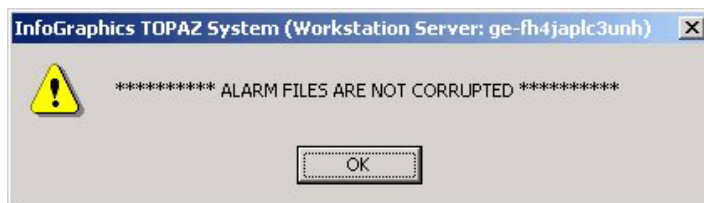
For more information on Anti-Passback, see “Appendix D – Anti-Passback” on page D-1.

Executing one of the repair programs

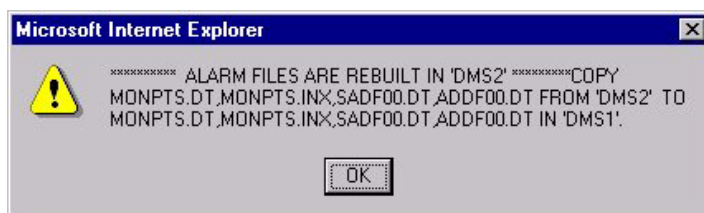
After you select the desired repair option, click on the  button to start the repair diagnostic procedure.

You should see an **Operation Complete** message.

If there were no database errors, you will see a message such as the following for Alarm Database Repair:



However, if any errors in the database were present, you will see a message containing a list of the files that need to be copied from the **dms2** folder to the **dms1** folder. For example, if you had some alarm point errors in the database, you might see a message like the following:



This message tells you what files you have to move (copy).

If you get such a message, **in order to finish the database repair you must do the following:**

1. Shut down TOPAZ.
2. Bring up Windows Explorer.
3. Select the drive and folder where the TOPAZ software was installed, usually c:\TOPAZ.
4. Click on the plus sign next to the TOPAZ folder to expand its list of subfolders.

 TOPAZ

5. Select the **dms2** folder. You should see a list of files such as the following:

Folders	Name	Size	Type	Modified
SapphireProDemo	addf00.dt	1,025 KB	DT File	2/16/2004 1:14 PM
SIERRA	monpts1.dt	2,050 KB	DT File	2/16/2004 1:14 PM
TOPAZ	monpts1.inx	392 KB	INX File	2/16/2004 1:14 PM
aacgfx	sadf00.dt	1,025 KB	DT File	2/16/2004 1:14 PM

6. If you don't see a list with filenames and dates as shown above, select **View** and then **Details**.
7. The files listed should correspond to the files in the TOPAZ message.
8. Double-click on the 'Modified' title to sort the files by date and time.
9. Select the files with the most current date and time under 'Modified' by pressing and holding the SHIFT key, clicking on the top 'Name', then clicking on the last name with that same date and time. (This is to select only the most recently repaired files).
10. Select **Edit** and then **Cut**.
11. Select the **dms1** folder to open its folder icon.
12. Select **Edit** and then **Paste**.
13. You should see a Windows **Confirm File Replace** dialog box. Select **Yes to All**.
14. This completes the moving of files from **dms2** to **dms1**. You may now close Windows Explorer by selecting **File** and then **Close**.
15. Restart TOPAZ.

This completes the database repair(s) you have selected.

Back Up \ Restore Database Page

- Back Up Database
- Restore Database

The **Back Up/Restore** page will allow you to back up and restore programs and data files.

To navigate to the **Back Up\Restore** page, from any page within the Control pages click the **Back Up\Rest.** tab button at the top of the screen, or from the main Control Page click on the **Back Up\Restore** button on the right side of the screen. The following page will display.



The top portion of the page is for backing up data and the bottom portion is for restoring data.

Back Up Database

It is recommended that you back up your database on a regular basis. If you encounter a problem and need to restore your database, the restoring can only go back as far as your last backup. There are two options for doing the backup. Either the Logfile can be Reset allowing new data to be written over the old data or the Logfile is not Reset and new data is added to the end of the file.

Back Up to Drive

1. Enter the **Drive letter** for the location where the files are to be backed up. (Zip, Jaz, etc.).
2. After selection has been made:
 1. If you want to Reset the log, click the **Back Up - Reset Logfile** button to start the backup process.
 2. If you do not want to Reset the log, click the **Back Up - Don't Reset Logfile** button to start the backup process.

3. One of the following messages should display:

- If **Operation Complete** is displayed, then no further changes are needed.
- If the message **Operation Failed** is displayed one of the following has occurred.
 - A drive letter was not entered into the drive field.
 - The drive was not ready yet. IF using a zip drive you may not have a cartridge inserted.

Check all field selections, make corrections, and try to execute the backup again.

Restore Database



Caution:

Restoring the database will require the system to be rebooted and may interfere with daily activities.

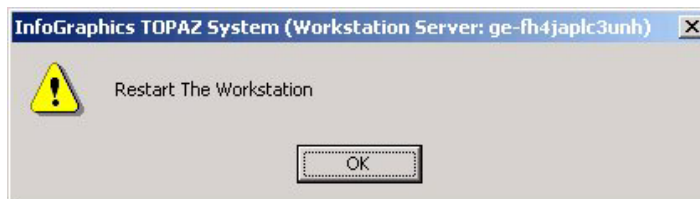
NOTE: Because the server must be rebooted, it is recommended that the restore be done at the server.

Restore From Drive

Enter the **Drive Letter** that the files will be restored from (Zip, Jaz, etc.).

After all selections have been made click the **Restore** button located in the **Restore Database** section to start the restore process.

When the selected file(s) have been restored a message **Restart the Workstation** will display.



Click **OK** to continue.

NOTE: You will get the message **Restart the Workstation** even if you are restoring from the server.

Shutdown and restart TOPAZ.

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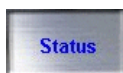
Chapter 5

Status Button

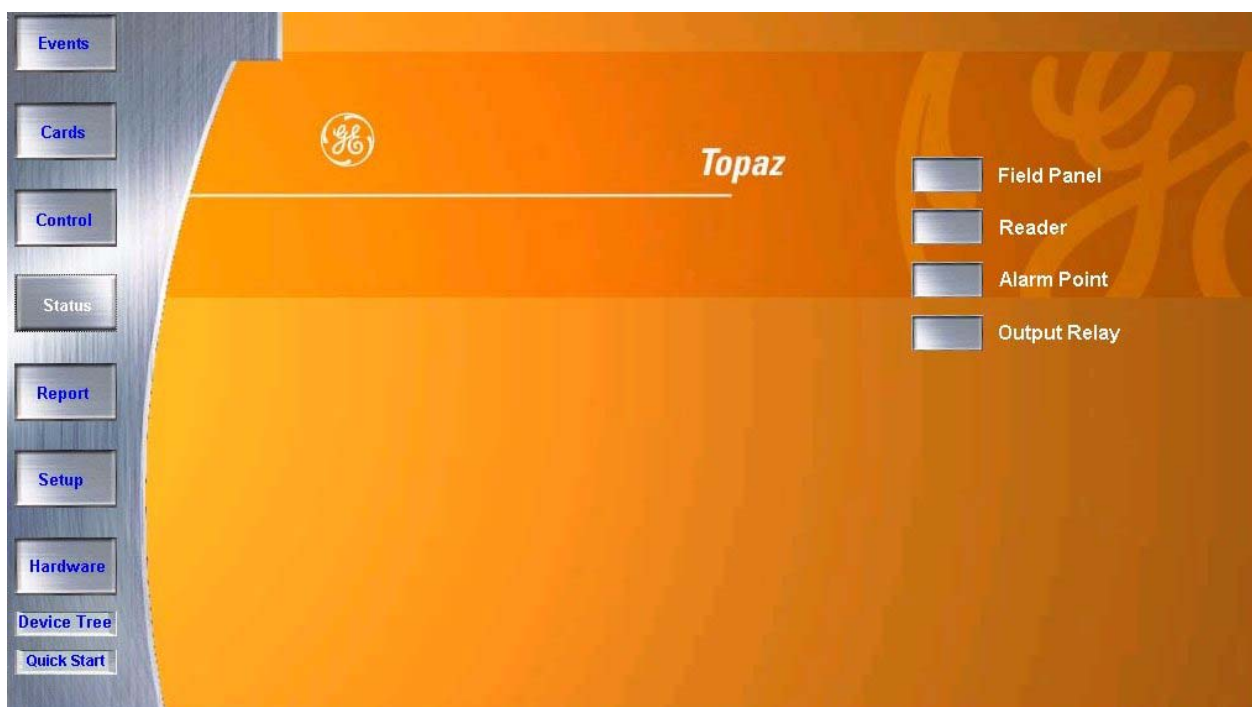
The **Status** button allows you to check the status on the following.


- Field Panel
- Reader
- Alarm Point
- Output Relay

To navigate to the **Status** page, click on the



Status button in the left main toolbar. The following screen will display.




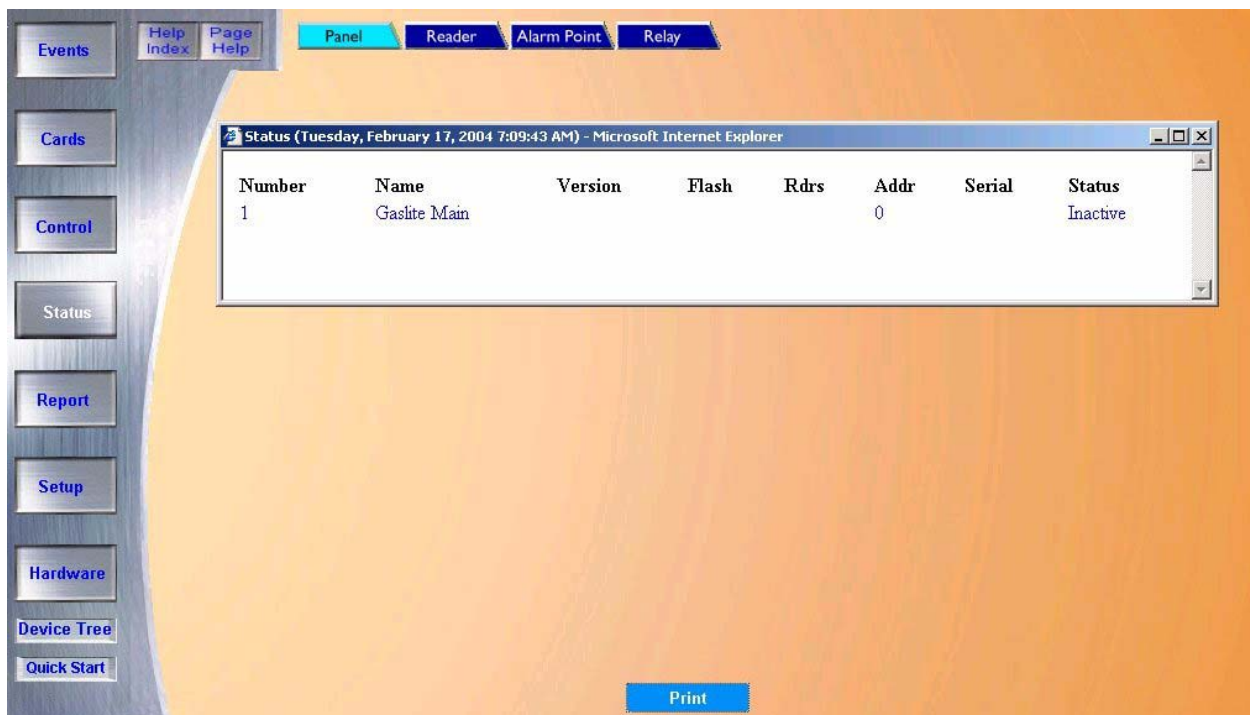
Click on the  button next to the name of the type of device (Field Panel, Reader, etc.) for which you wish to check the status.

While viewing any one of the status screens, you can refresh the screen by click the tab for the screen selecting it again.

Field Panel Status Page

The **Field Panel Status** page allows you to check the status of any configured Field Panel (SCP Device) in the system.

To navigate to the **Field Panel Status** page click on the  button next to **Field Panel** on the main Status page, or click the **Panel** tab button at the top of the window while in any **Status** page. The following page will display.




To check the status of a panel scroll through the list of pre-configured panels until the name of the desired panel appears in the list.

The color of the text for the panel shows the status of the panel. The color definitions are listed below.


Status	Color
Panel On-line	Black
Panel Off-line	Magenta

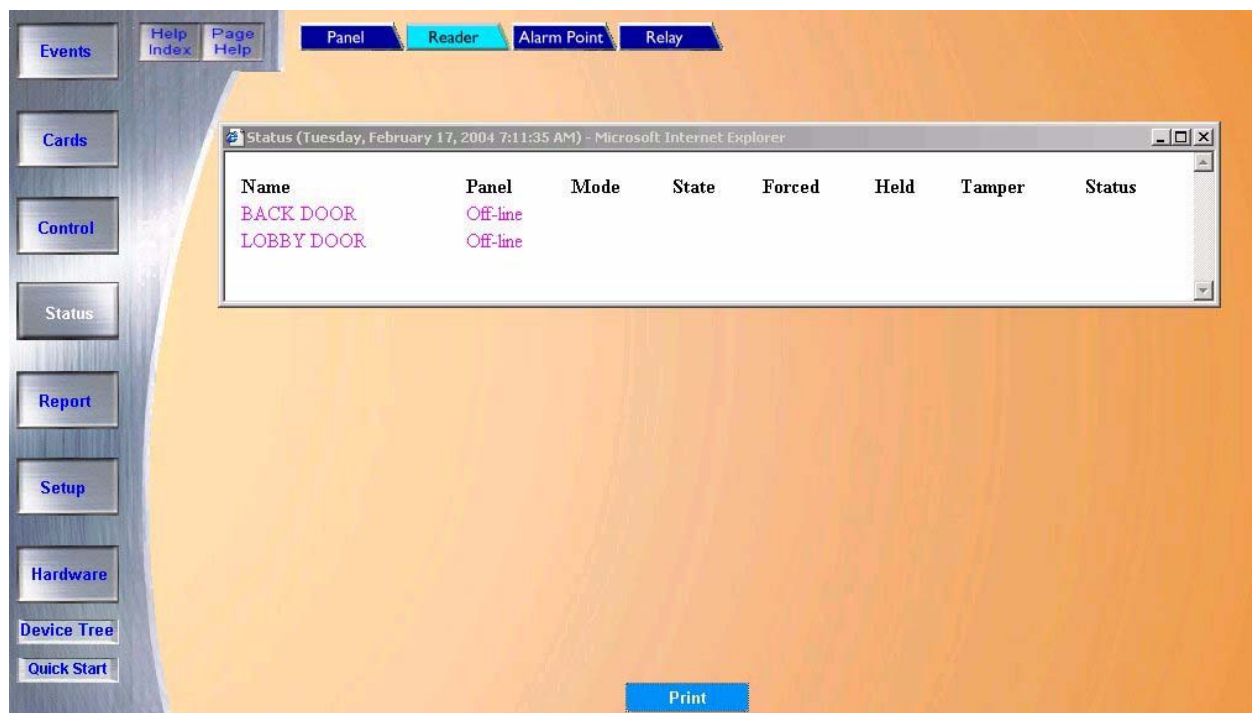
NOTE: The status of the panel may also be checked on the Panel Control page.

If you want to print the contents of the Status window, click on the  **Print** button at the bottom of the page.

Reader Status Page

The **Reader Status** page allows you to check the status of any configured reader in the system.

To navigate to the **Reader Status** page click on the  button next to **Reader** on the main Status page or click the **Reader** tab button at the top of the window while in any Status page. The following page will display.




To check the status of a reader scroll through the list of configured readers until the name of the reader appears in the list.

The color of the text for the reader name shows the status of the reader. The color definitions are listed below.


Status	Color
System Control	Black
Unlocked	Red
Momentary Unlock	(Not shown)
Locked	Green

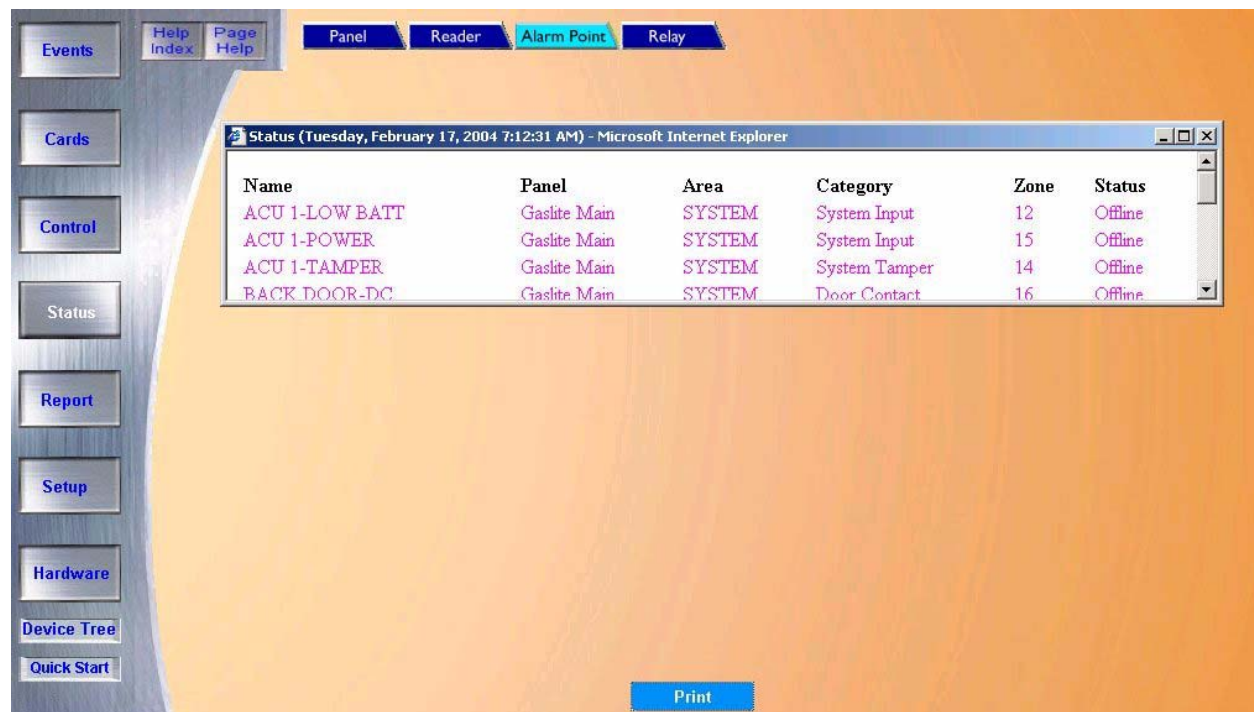
NOTE: The status of readers may also be checked on the Control / Reader page.

If you want to print the contents of the Status window, click on the  **Print** button at the bottom of the page.

Alarm Point Status Page

The Alarm Point Status page allows you to check the status of any configured Alarm Point in the TOPAZ system.

To navigate to the Alarm Point status page click on the  button next to **Alarm Point** on the main Status page or click the **Alarm Point** tab button at the top of the window while in any Status page. The following page will display.




To check the status of an alarm point scroll through the list of configured alarm points until the name of the alarm point you are looking for appears in the list.

The color of the text for the alarm point name shows the status of the alarm point. The color definitions are listed below.


Status	Color
Masked	Blue
Secure	Green
Alarm	Red
Open	Peach
Short	Peach
Ground	Peach
Circuit Fault	Peach

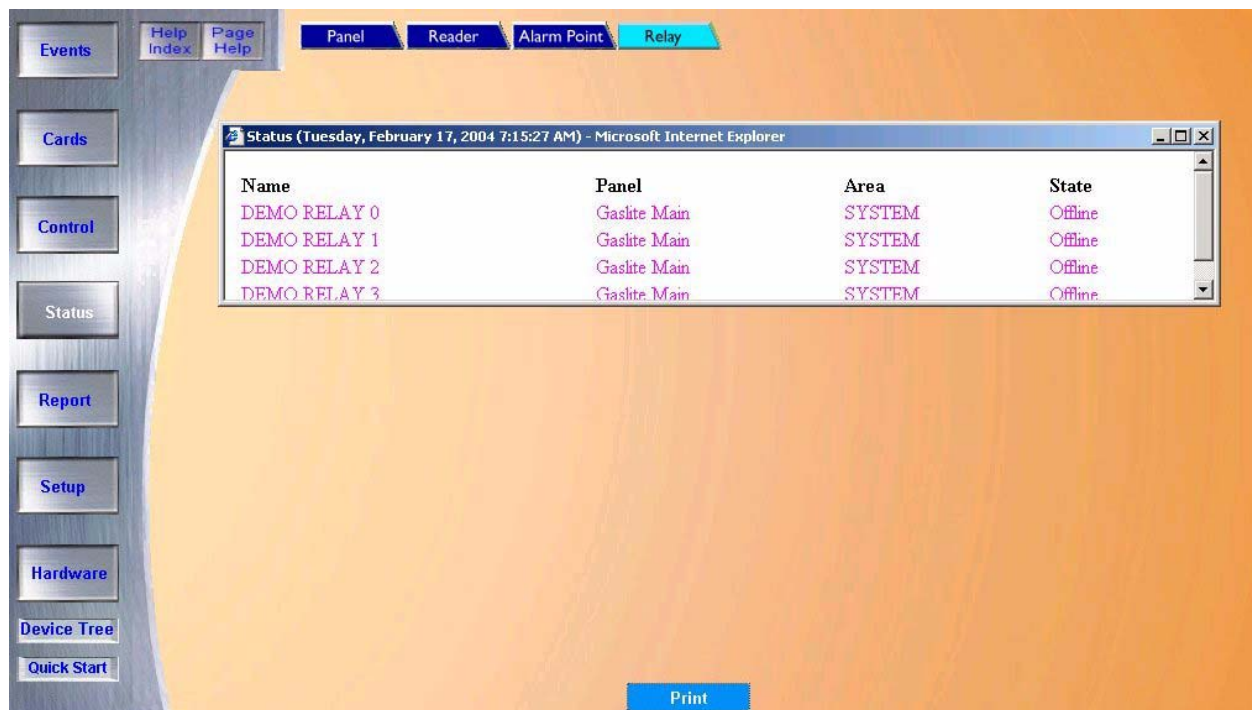
NOTE: The status of Alarms may also be checked on the Control / Alarm Point page.

If you want to print the contents of the Status window, click on the  **Print** button at the bottom of the page.

Relay Status Page

The **Relay Status** page allows you to check the status of any configured output relay in the TOPAZ system.

To navigate to the **Relay Status** page click on the  button next to **Output Relay** on the main Status page or click the **Relay** tab button at the top of the window while in any Status page. The following page will display.




To check the status of an output relay scroll through the list of pre-configured output relays until the name of the output relay you are looking for appears in the list.

The color of the text for the output relay name shows the status of the relay. The color definitions are listed below.

Status	Color
De-Energize	Black
Energize	Red
Pulse Output	(Not shown)

NOTE: The status of relays may also be checked on the Control / Relay page.

If you want to print the contents of the Status window, click on the  **Print** button at the bottom of the page.


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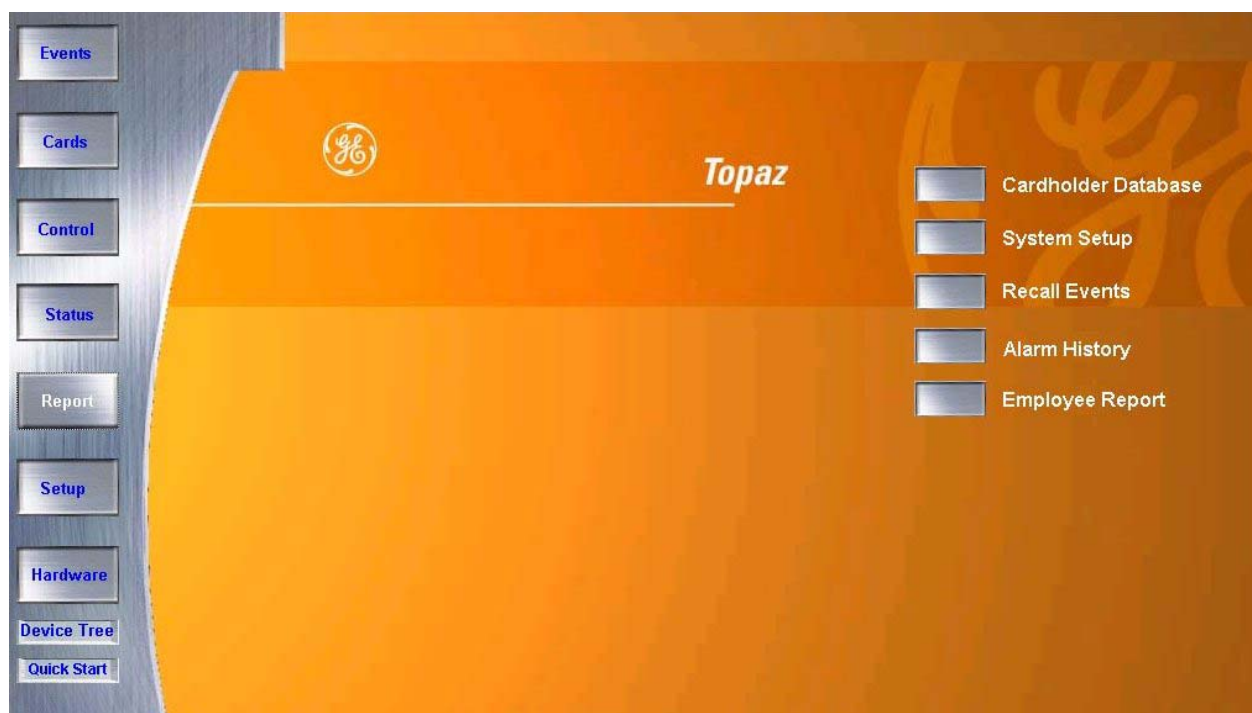
Chapter 6


Reports Button

A large selection of reports is available within the system **Reports** pages that can provide administrators with a display or printouts on cardholders, employees, events, alarms, and system configuration. Reports are available for:

- Cardholder Database
- System Setup
- Recall Events
- Alarm History
- Employee Report

To navigate to the **Reports** pages, click the  **Report** button in the main navigation toolbar at the left side of the browser screen. The following screen will display.



Navigate to the desired reports type by clicking on the corresponding  **Navigation** Button next to the report type desired.

Cardholder Database Reports Page

The **Cardholder Database Reports** page can output a wide range of information on any cardholder in the system. You can select a variety of options to customize the report.

To navigate to the **Cardholder Database Reports** page, from any page within the **Reports** pages click on the **Cardholders** tab button at the top of the window, or from the main Reports page click on the **Cardholder Database** button on the right side of the screen. The following page will display.

Suppress PIN (Yes/No)

Select **Yes** if the report is to suppress the cardholder's PIN number (default is **Yes**). If **Yes** is selected the PIN will not be shown on the report.

Include Access Auth. (Yes/No)

Select **Yes** if the report is to include access authorization (default is **No**). If **Yes** is selected, then the Security Areas the cardholder is authorized for will be shown on the report.

Include User Def Fields (Yes/No)

Select **No** if the Custom Fields will not be included in the report (default is **No**). If the additional custom fields should be in the report, change this to **Yes**.

List by Security Area

Select the **Security Area** from the list that you wish the cardholders to be recalled for. Only cardholders who are authorized for the selected area will be included in the report.

Sort Records By

Select how the report is to sort the data. The options are listed below. Only one of the four options can be selected.

- **Cardholder Number** - Cardholder will be reported in order of Card Numbers.
- **Cardholder Name** - Cardholder will be reported in order of Cardholder Name.
- **Employee Number** - Cardholder will be reported in order of Employee number.
- **Card Serial Number** - Cardholder will be reported in order of Card Serial Numbers.

Output Report

There are three ways to output the report.

- **Display Report** (default) - Will display on the Workstation monitor.
- **Print Report** – Will be sent to the report printer.
- **Output To File** - Will save the report into the file name specified in the **Output File Name** field. This saves the report results in a file for later use outside of TOPAZ.

Select one of the above output options by clicking on the white dot to the right of the selection. This will place a black dot inside the white one activating the selection.

Output File Name

If you selected **Output to File**, enter the name of the file to contain the report information. The **Output File Name** can be up to 64 characters with no punctuation or spaces. For example, you can type in "Myreport" and the report will be saved into the file named Myreport in the directory where TOPAZ was installed. The format of the report files is always plain text and can be opened in Notepad.

Run Report


To send the report to the destination you specified above (display, printer, or file), click the

 **Run Report**

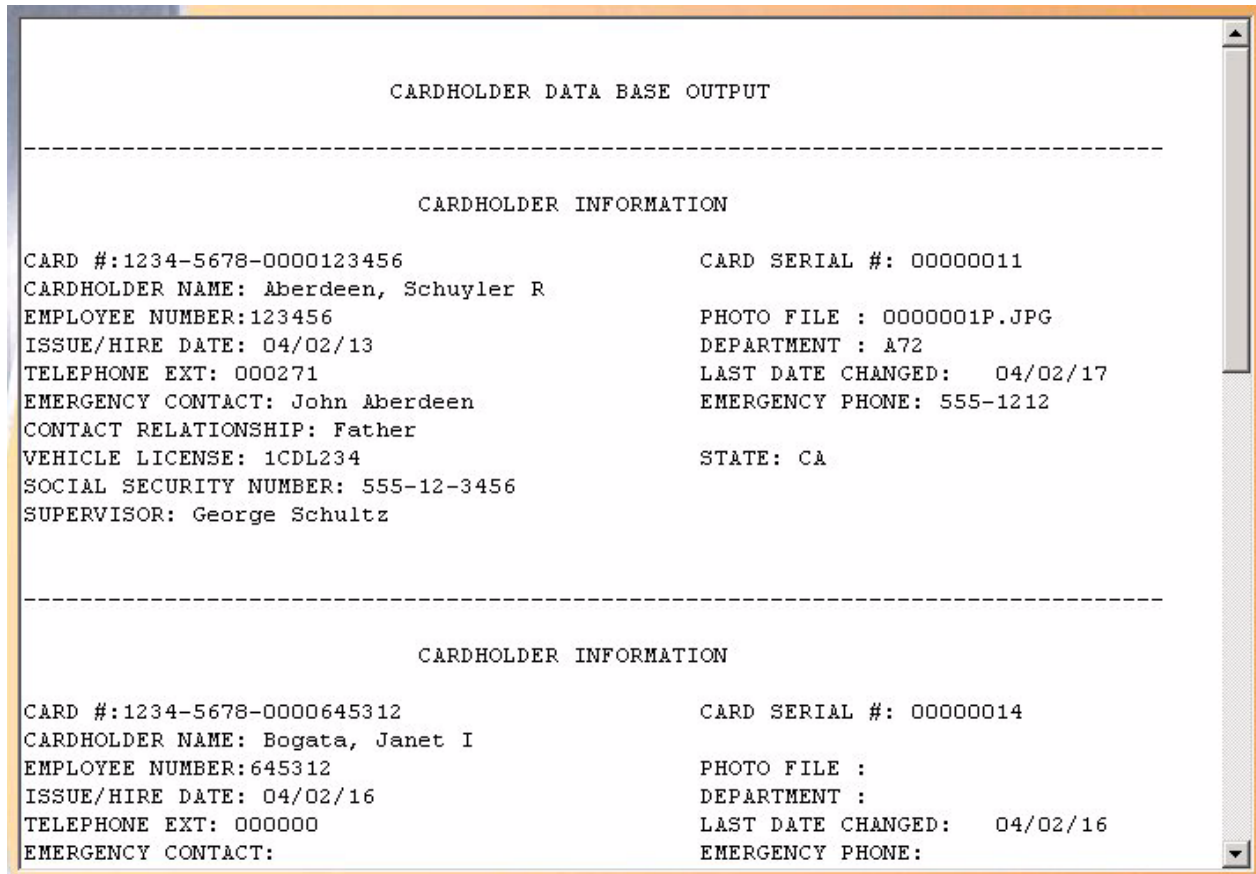
button in the bottom right corner of the page.

A message **Report Completed** will display, with the number of records printed. Click **OK** to continue.

Cancel Report

To stop the report or when you have finished viewing the report on the monitor, click the  **Cancel Report** button. This will cancel the operation and return to the report screen. If no report is displaying and you click on the **Cancel** button, it will return to the Reports page.

A report for one typical cardholder is shown below:



The screenshot shows a terminal window with a title bar and a scrollbar on the right. The text is as follows:

```
CARDHOLDER DATA BASE OUTPUT
```

```
CARDHOLDER INFORMATION
```

CARD #:1234-5678-0000123456	CARD SERIAL #: 00000011
CARDHOLDER NAME: Aberdeen, Schuyler R	
EMPLOYEE NUMBER:123456	PHOTO FILE : 0000001P.JPG
ISSUE/HIRE DATE: 04/02/13	DEPARTMENT : A72
TELEPHONE EXT: 000271	LAST DATE CHANGED: 04/02/17
EMERGENCY CONTACT: John Aberdeen	EMERGENCY PHONE: 555-1212
CONTACT RELATIONSHIP: Father	
VEHICLE LICENSE: 1CDL234	STATE: CA
SOCIAL SECURITY NUMBER: 555-12-3456	
SUPERVISOR: George Schultz	

```
CARDHOLDER INFORMATION
```

CARD #:1234-5678-0000645312	CARD SERIAL #: 00000014
CARDHOLDER NAME: Bogata, Janet I	
EMPLOYEE NUMBER:645312	PHOTO FILE :
ISSUE/HIRE DATE: 04/02/16	DEPARTMENT :
TELEPHONE EXT: 000000	LAST DATE CHANGED: 04/02/16
EMERGENCY CONTACT:	EMERGENCY PHONE:

System Setup Report Page

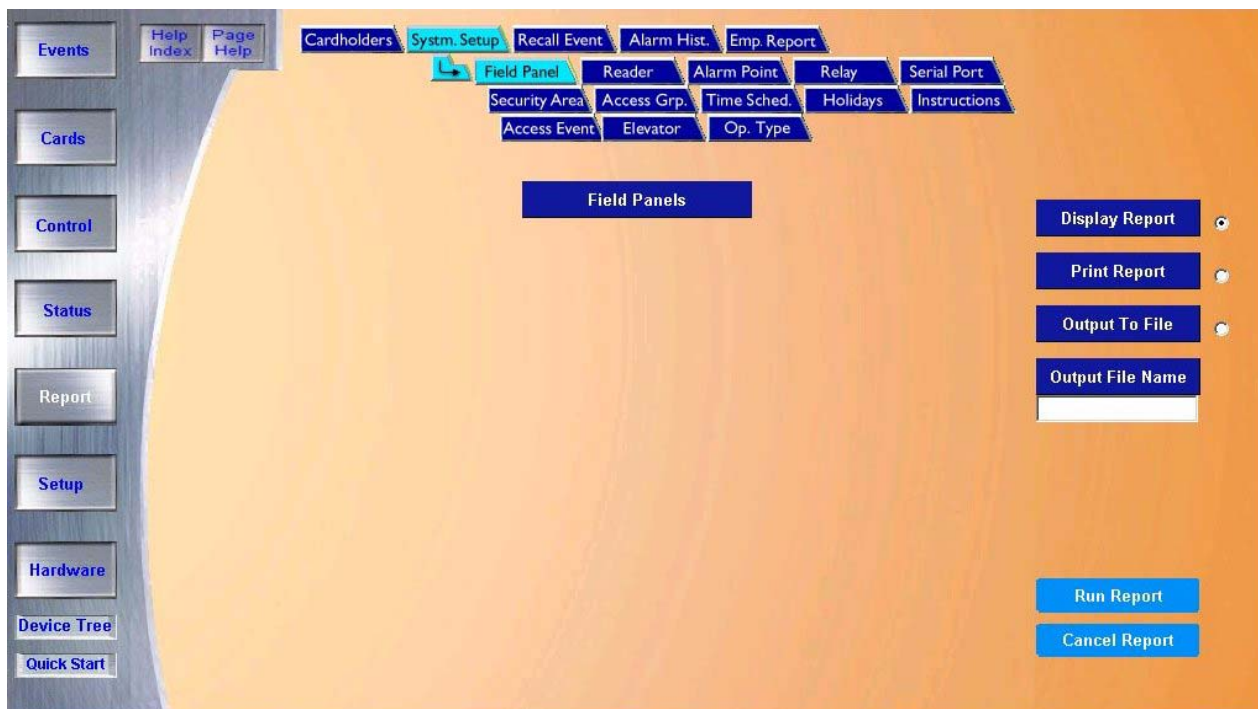
This group of reports provides all the information on how a particular site is configured. After the system has been configured and all data is entered, you can run reports and generate lists on each of the setup items.

The following reports are available:

- Field Panel
- Holidays
- Relay
- Elevator
- Access Group
- Time Schedule
- Alarm Point
- Access Events
- Security Area
- Reader
- Instructions
- Serial Port
- Operator Type
- Capabilities

To navigate to the System Setup Report page, from any page within the **Reports** pages click on the **System Setup** tab button at the top of the page, or from the main Reports page click on the **System Setup** button on the right side of the screen. The following page will display.

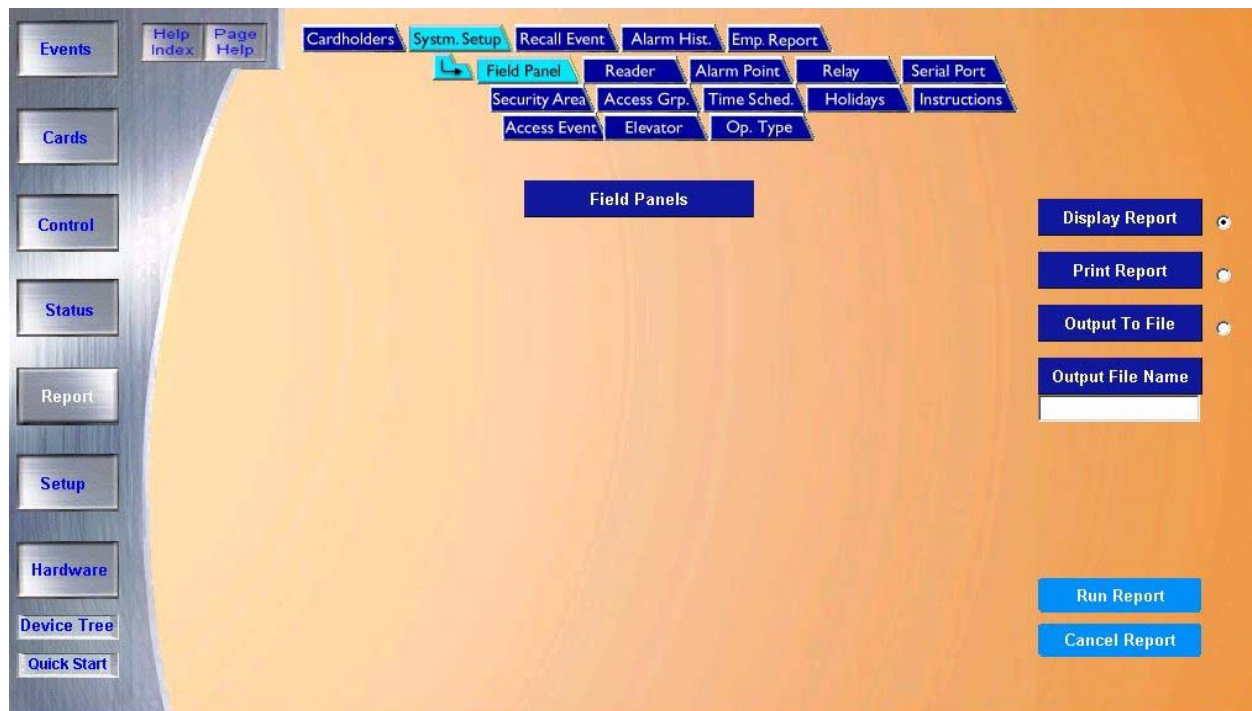
NOTE: The Field Panel page will display as the default.



Field Panel Setup Report

The **Field Panel Setup Report** provides all the information on how the field panels are configured/setup in the system.

To navigate to the **Field Panel Setup Report** page, from any page within the **Reports** pages click on the **System Setup** tab button in the top navigation bar. The following page will display.



The report will list all configured field panels.

Output Report

There are three ways to output the report.

- **Display Report** (default) - Will display on the Workstation monitor.
- **Print Report** - Will be sent to the report printer.
- **Output To File** - Will save the report into the file name specified in the **Output File Name** field. This saves the report results in a file for later use outside of TOPAZ.

Select one of the above output options by clicking on the white dot to the right of the selection.

Output File Name

If you selected **Output to File**, enter the name of the file to contain the report information. The **Output File Name** can have up to 64 characters. For example, you can type in "Myreport" and the report will be saved into the file named Myreport in the directory where TOPAZ was installed. You may enter a path with the file name, for example, "c:\reports\Myreport". The format of the report files is always plain text that can be opened in Notepad.

Run Report


To send the report to the destination you specified above (display, printer, or file), click the

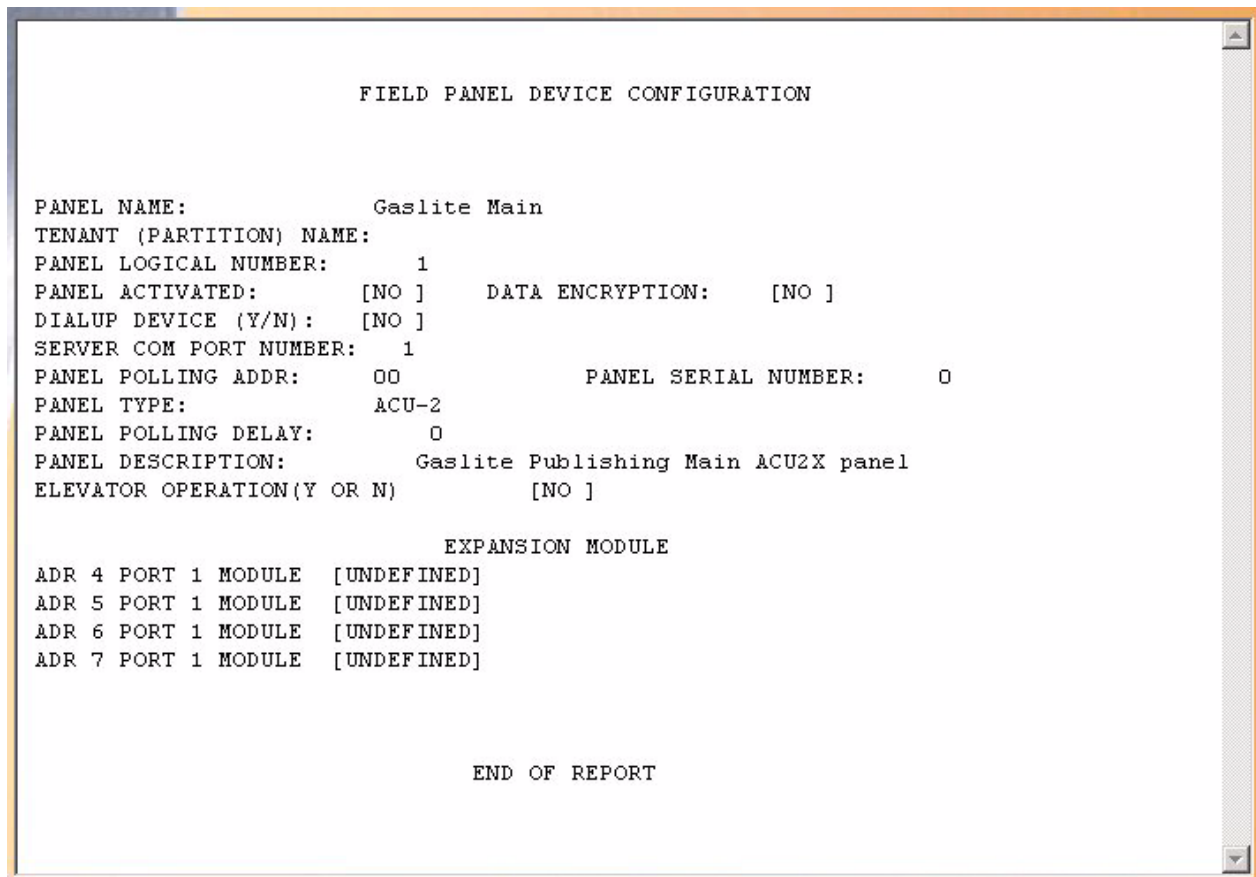
Run Report

Run Report button in the bottom right corner of the screen.

A message **Report Completed** will display, with the number of records printed. Click **OK** to continue.

Cancel Report

To stop the report or when you have finished viewing the report on the monitor, click the  **Cancel Report** button. This will cancel the operation and return to the report screen. If no report is displaying and you click on the **Cancel** button, it will return to the Reports page.



The screenshot shows a window titled "FIELD PANEL DEVICE CONFIGURATION" containing a text-based report. The report details the configuration for a "Gaslite Main" panel, including tenant name, logical number, activation status, dialup device, server port, polling address, type, delay, description, and elevator operation. It also lists expansion modules for addresses 4 through 7, all of which are currently undefined. The report concludes with "END OF REPORT".

```
FIELD PANEL DEVICE CONFIGURATION

PANEL NAME:           Gaslite Main
TENANT (PARTITION) NAME:
PANEL LOGICAL NUMBER:      1
PANEL ACTIVATED:         [NO ]   DATA ENCRYPTION:      [NO ]
DIALUP DEVICE (Y/N):      [NO ]
SERVER COM PORT NUMBER:    1
PANEL POLLING ADDR:       00      PANEL SERIAL NUMBER:    0
PANEL TYPE:              ACU-2
PANEL POLLING DELAY:       0
PANEL DESCRIPTION:        Gaslite Publishing Main ACU2X panel
ELEVATOR OPERATION(Y OR N) [NO ]

EXPANSION MODULE
ADR 4 PORT 1 MODULE [UNDEFINED]
ADR 5 PORT 1 MODULE [UNDEFINED]
ADR 6 PORT 1 MODULE [UNDEFINED]
ADR 7 PORT 1 MODULE [UNDEFINED]

END OF REPORT
```

Reader Setup Report

The **Reader Setup Report** provides all the information on how the readers are configured/setup in the system.

To navigate to the **Reader Setup Report** page, from any page within the **System Setup** report pages click on the **Reader** tab button in the top navigation bar. The following page will display.

All Readers?

If **Yes** is selected, all readers will be listed on the report. If **No** is selected, then a reader must be selected from the drop-down list under **Reader Name**.

Reader Name

From the drop-down list of pre-configured readers, scroll through and select the reader to be recalled in the report by clicking on the **Reader Name**.

Output Report

There are three ways to output the report.

- **Display Report** (default) - Will display on the Workstation monitor.
- **Print Report** - Will be sent to the report printer.
- **Output To File** - Will save the report into the file name specified in the **Output File Name** field. This saves the report results in a file for later use outside of TOPAZ.

Select one of the above output options by clicking on the white dot to the right of the selection. This will place a black dot inside the white one activating the selection.

Output File Name

If you selected **Output to File**, enter the name of the file to contain the report information. The **Output File Name** can have up to 64 characters. For example, you can type in "Myreport" and the report will be saved into the file named Myreport in the directory where TOPAZ was installed. You may enter a path with the file name, for example, "c:\reports\Myreport". The format of the report files is always plain text and can be opened in Notepad.

Run Report


To send the report to the destination you specified above (display, printer, or file), click the

A blue rectangular button with the text "Run Report" in white.

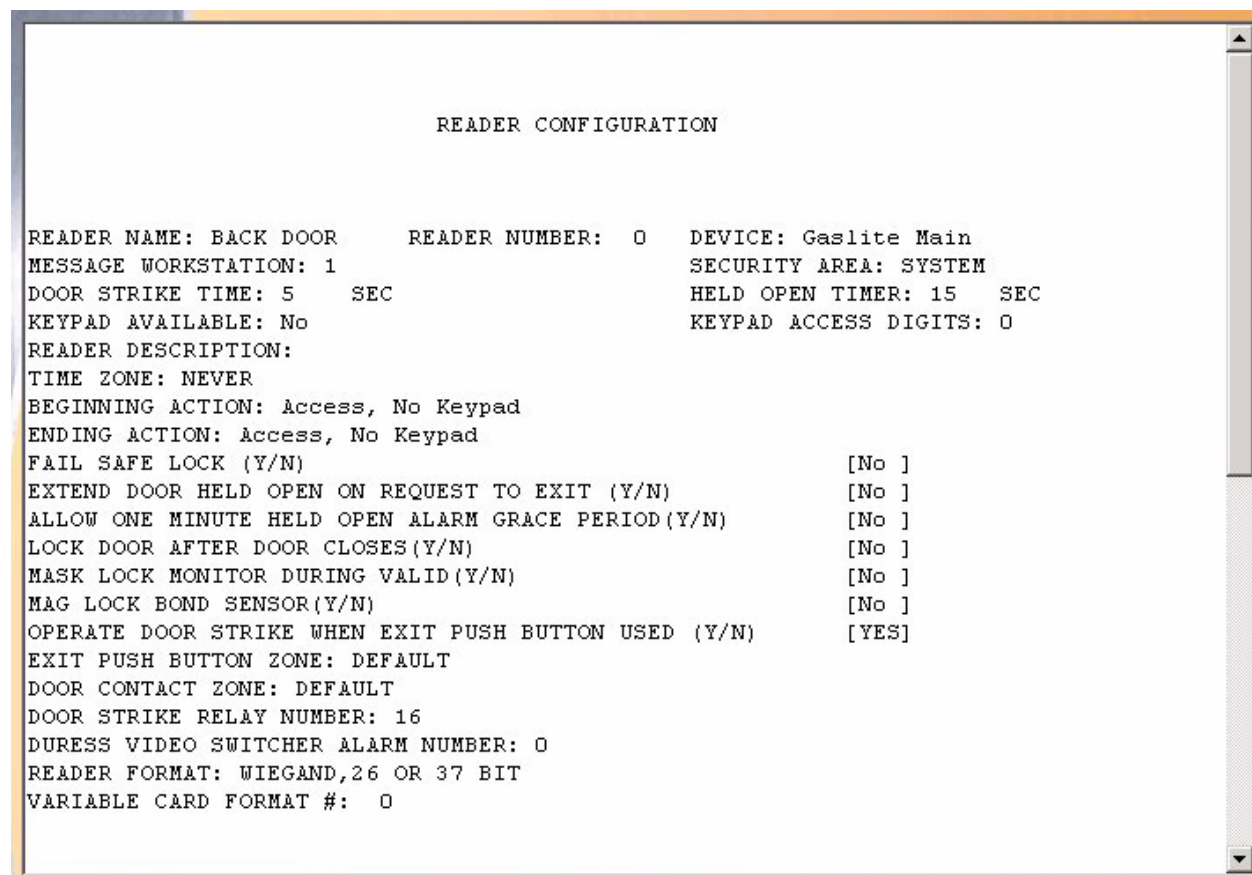
Run Report button in the bottom right corner of the browser window.

A message **Report Completed** will display, with the number of records printed. Click **OK** to continue.

Cancel Report

To stop the report or when you have finished viewing the report on the monitor, click the  **Cancel Report** button. This will cancel the operation and return to the report screen. If no report is displaying and you click on the **Cancel** button, it will return to the Reports page.

Below is a sample of a displayed report for Reader Setup.

A screenshot of a web browser window displaying a "READER CONFIGURATION" report. The report is a text-based configuration summary for a reader named "BACK DOOR". It lists various settings such as "READER NUMBER: 0", "DEVICE: Gaslite Main", "MESSAGE WORKSTATION: 1", "DOOR STRIKE TIME: 5 SEC", "KEYPAD AVAILABLE: No", "HOLD OPEN TIMER: 15 SEC", "KEYPAD ACCESS DIGITS: 0", "TIME ZONE: NEVER", "BEGINNING ACTION: Access, No Keypad", "ENDING ACTION: Access, No Keypad", "FAIL SAFE LOCK (Y/N) [No]", "EXTEND DOOR HELD OPEN ON REQUEST TO EXIT (Y/N) [No]", "ALLOW ONE MINUTE HELD OPEN ALARM GRACE PERIOD (Y/N) [No]", "LOCK DOOR AFTER DOOR CLOSES (Y/N) [No]", "MASK LOCK MONITOR DURING VALID (Y/N) [No]", "MAG LOCK BOND SENSOR (Y/N) [No]", "OPERATE DOOR STRIKE WHEN EXIT PUSH BUTTON USED (Y/N) [YES]", "EXIT PUSH BUTTON ZONE: DEFAULT", "DOOR CONTACT ZONE: DEFAULT", "DOOR STRIKE RELAY NUMBER: 16", "DURESS VIDEO SWITCHER ALARM NUMBER: 0", "READER FORMAT: WIEGAND, 26 OR 37 BIT", and "VARIABLE CARD FORMAT #: 0". The window has a standard browser interface with a title bar, address bar, and scrollbars.

```
READER CONFIGURATION

READER NAME: BACK DOOR      READER NUMBER: 0    DEVICE: Gaslite Main
MESSAGE WORKSTATION: 1      SECURITY AREA: SYSTEM
DOOR STRIKE TIME: 5        SEC    HELD OPEN TIMER: 15    SEC
KEYPAD AVAILABLE: No       KEYPAD ACCESS DIGITS: 0
READER DESCRIPTION:
TIME ZONE: NEVER
BEGINNING ACTION: Access, No Keypad
ENDING ACTION: Access, No Keypad
FAIL SAFE LOCK (Y/N)                               [No ]
EXTEND DOOR HELD OPEN ON REQUEST TO EXIT (Y/N)       [No ]
ALLOW ONE MINUTE HELD OPEN ALARM GRACE PERIOD (Y/N)  [No ]
LOCK DOOR AFTER DOOR CLOSES (Y/N)                   [No ]
MASK LOCK MONITOR DURING VALID (Y/N)                 [No ]
MAG LOCK BOND SENSOR (Y/N)                           [No ]
OPERATE DOOR STRIKE WHEN EXIT PUSH BUTTON USED (Y/N) [YES]
EXIT PUSH BUTTON ZONE: DEFAULT
DOOR CONTACT ZONE: DEFAULT
DOOR STRIKE RELAY NUMBER: 16
DURESS VIDEO SWITCHER ALARM NUMBER: 0
READER FORMAT: WIEGAND, 26 OR 37 BIT
VARIABLE CARD FORMAT #: 0
```

Alarm Point Setup Report

The **Alarm Point Setup Report** tells how Alarm Points are configured/setup in the system.

To navigate to the **Alarm Point Setup Report** page, from any page within the **System Setup** pages click on the **Alarm Point** tab button in the top navigation bar. The **System Setup** report pages will display.

Alarm Points?

If **Yes** is selected, all **Alarm Points** will be listed on the report. If **No** is selected, then an alarm point must be selected from the drop-down list under **Alarm Point Name**.

Alarm Point Name

From the drop-down list of pre-configured alarm points, scroll through and select the alarm point to be recalled in the report by clicking on the **Alarm Point Name**.

Output Report

There are three ways to output the report.

- **Display Report** (default) - Will display on the Workstation monitor.
- **Print Report** - Will be sent to the report printer.
- **Output To File** - Will save the report into the file name specified in the **Output File Name** field. This saves the report results in a file for later use outside of TOPAZ.

Select one of the above output options by clicking on the white dot to the right of the selection. This will place a black dot inside the white one activating the selection.

Output File Name

If you selected **Output to File**, enter the name of the file to contain the report information. The **Output File Name** can have up to 64 characters. For example, you can type in "Myreport" and the report will be saved

into the file named Myreport in the directory where TOPAZ was installed. You may enter a path with the file name, for example, "c:\reports\Myreport". The format of the report files is always plain text and can be opened in Notepad.

Run Report

To send the report to the destination you specified above (display, printer, or file), click the

Run Report

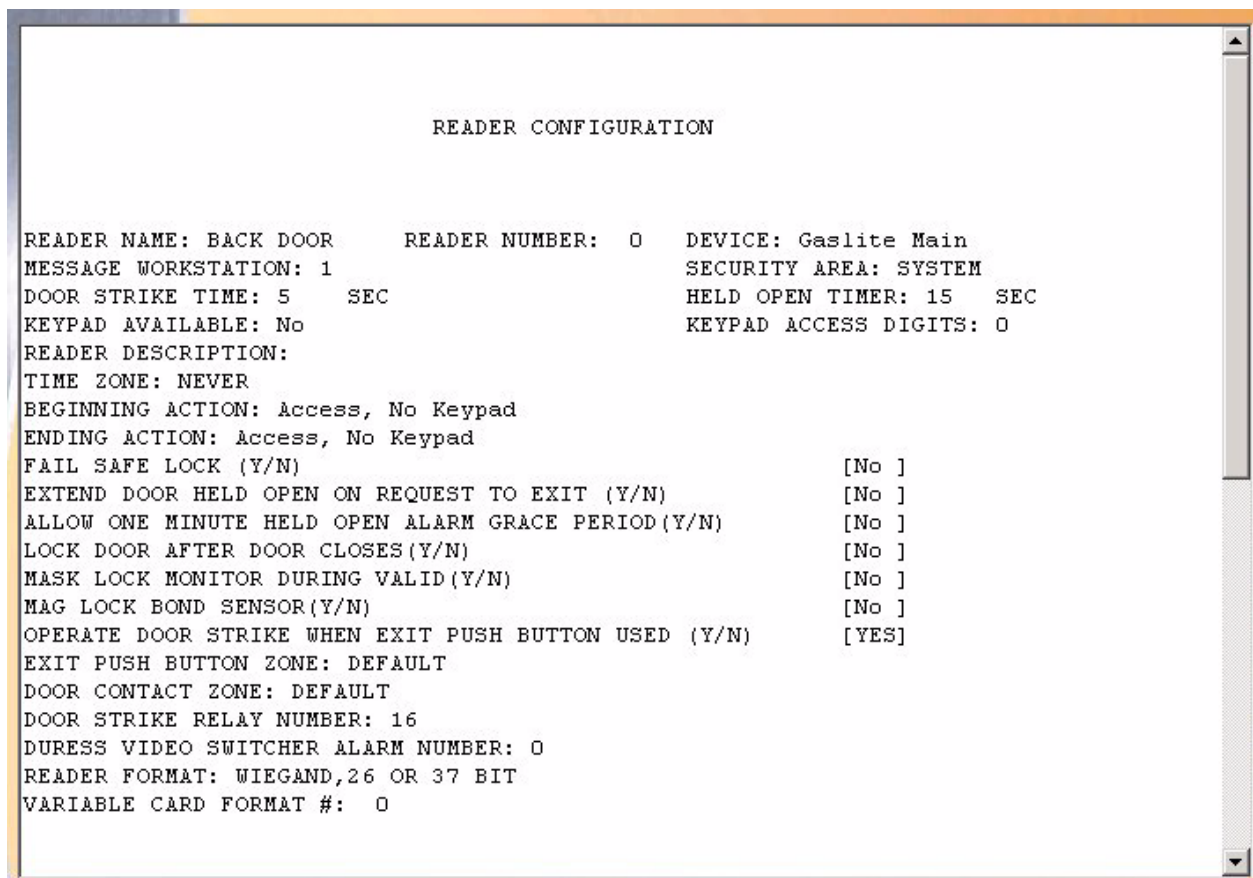
Run Report button in the bottom right corner of the browser window.

A message **Report Completed** will display, with the number of records printed. Click **OK** to continue.

Cancel Report

To stop the report or when you have finished viewing the report on the monitor, click the **Cancel Report** button. This will cancel the operation and return to the report screen. If no report is displaying and you click on the **Cancel** button, it will return to the Reports page.

Below is a sample of part of a displayed report for Alarm Point Setup.



The screenshot shows a web browser window with a report titled "READER CONFIGURATION". The report is a plain text document with various configuration parameters for a reader. The parameters are listed in a structured format, with some having associated values or options in brackets. The browser window has a standard address bar and a scrollbar on the right side.

```
READER CONFIGURATION

READER NAME: BACK DOOR      READER NUMBER: 0    DEVICE: Gaslite Main
MESSAGE WORKSTATION: 1      SECURITY AREA: SYSTEM
DOOR STRIKE TIME: 5        SEC    HELD OPEN TIMER: 15    SEC
KEYPAD AVAILABLE: No       KEYPAD ACCESS DIGITS: 0
READER DESCRIPTION:
TIME ZONE: NEVER
BEGINNING ACTION: Access, No Keypad
ENDING ACTION: Access, No Keypad
FAIL SAFE LOCK (Y/N)                [No ]
EXTEND DOOR HELD OPEN ON REQUEST TO EXIT (Y/N)    [No ]
ALLOW ONE MINUTE HELD OPEN ALARM GRACE PERIOD(Y/N) [No ]
LOCK DOOR AFTER DOOR CLOSES(Y/N)                [No ]
MASK LOCK MONITOR DURING VALID(Y/N)              [No ]
MAG LOCK BOND SENSOR(Y/N)                    [No ]
OPERATE DOOR STRIKE WHEN EXIT PUSH BUTTON USED (Y/N) [YES]
EXIT PUSH BUTTON ZONE: DEFAULT
DOOR CONTACT ZONE: DEFAULT
DOOR STRIKE RELAY NUMBER: 16
DURESS VIDEO SWITCHER ALARM NUMBER: 0
READER FORMAT: WIEGAND,26 OR 37 BIT
VARIABLE CARD FORMAT #: 0
```

Relay Setup Report

The **Relay Setup Report** tells how relays are configured/setup in the system.

To navigate to the **Relay Setup Report** page, from any page within the **System Setup** pages click on the **Relay** tab button in the top navigation bar. The following page will display.



The report will list all configured relays.

Output Report

There are three ways to output the report.

- **Display Report** (default) - Will display on the Workstation monitor.
- **Print Report** - Will be sent to the report printer.
- **Output To File** - Will save the report into the file name specified in the **Output File Name** field. This saves the report results in a file for later use outside of TOPAZ.

Select one of the above output options by clicking on the white dot to the right of the selection. This will place a black dot inside the white one activating the selection.

Output File Name

If you selected **Output to File**, enter the name of the file to contain the report information. The **Output File Name** can have up to 64 characters. For example, you can type in "Myreport" and the report will be saved into the file named Myreport in the directory where TOPAZ was installed. You may enter a path with the file name, for example, "c:\reports\Myreport". The format of the report files is always plain text and can be opened in Notepad.

Run Report


To send the report to the destination you specified above (display, printer, or file), click the

A blue rectangular button with the text "Run Report" in white.

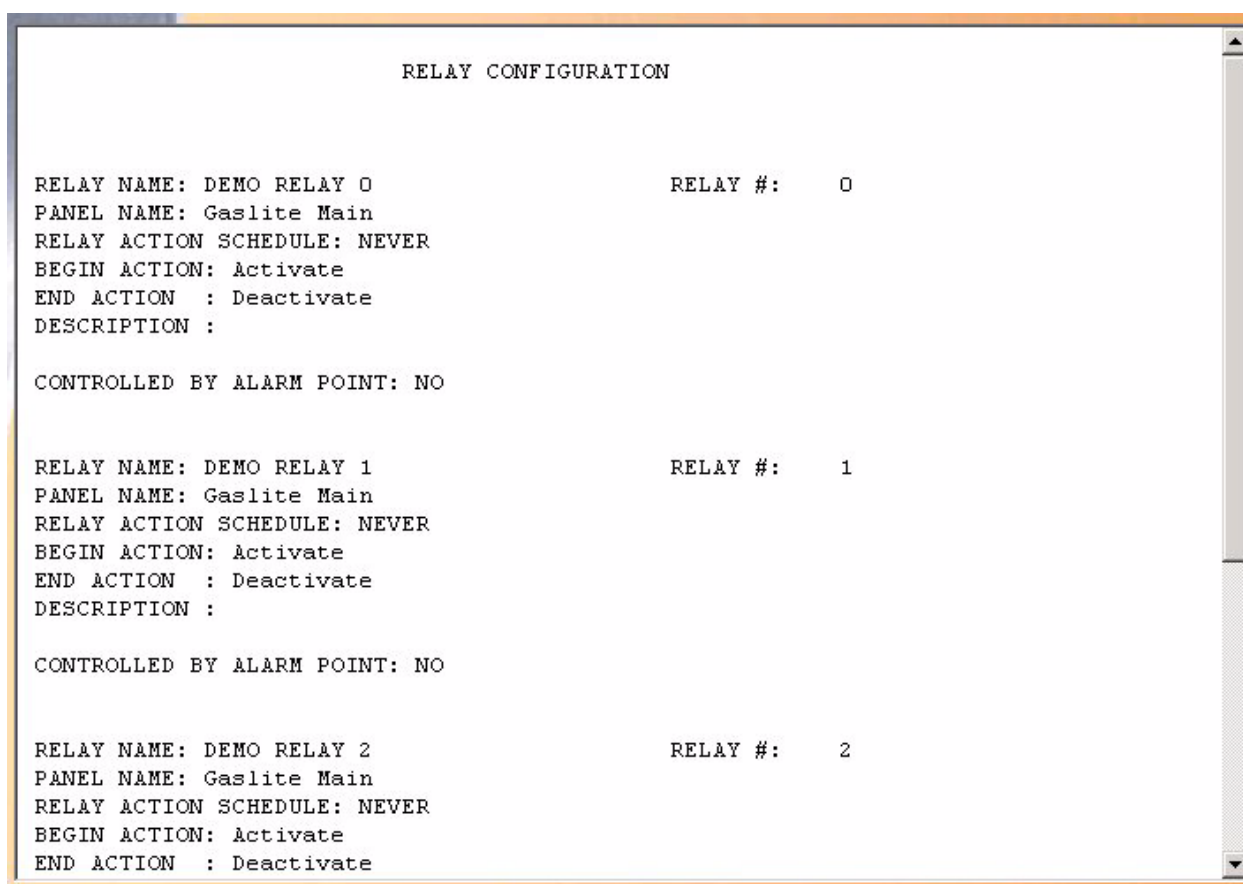
Run Report button in the bottom right corner of the browser window.

A message **Report Completed** will display, with the number of records printed. Click **OK** to continue.

Cancel Report

To stop the report or when you have finished viewing the report on the monitor, click the  **Cancel Report** button. This will cancel the operation and return to the report screen. If no report is displaying and you click on the **Cancel** button, it will return to the Reports page.

Below is a sample of part of a displayed report for Relay Setup.

A screenshot of a web browser window displaying a "RELAY CONFIGURATION" report. The report lists details for three relays: DEMO RELAY 0, DEMO RELAY 1, and DEMO RELAY 2. Each entry includes the panel name (Gaslite Main), action schedule (NEVER), begin/end actions (Activate/Deactivate), and a description field. The relays are controlled by alarm points (NO).

RELAY CONFIGURATION	
RELAY NAME: DEMO RELAY 0	RELAY #: 0
PANEL NAME: Gaslite Main	
RELAY ACTION SCHEDULE: NEVER	
BEGIN ACTION: Activate	
END ACTION : Deactivate	
DESCRIPTION :	
CONTROLLED BY ALARM POINT: NO	
RELAY NAME: DEMO RELAY 1	RELAY #: 1
PANEL NAME: Gaslite Main	
RELAY ACTION SCHEDULE: NEVER	
BEGIN ACTION: Activate	
END ACTION : Deactivate	
DESCRIPTION :	
CONTROLLED BY ALARM POINT: NO	
RELAY NAME: DEMO RELAY 2	RELAY #: 2
PANEL NAME: Gaslite Main	
RELAY ACTION SCHEDULE: NEVER	
BEGIN ACTION: Activate	
END ACTION : Deactivate	

Serial Port Setup Report

The **Serial Port Setup Report** recalls how Serial Ports are configured/setup in the system.

To navigate to the **Serial Port Setup Report** page, from any page within the **System Setup** pages click on the **Serial Port** tab button in the top navigation bar. The following page will display.



The report will list all configured serial ports.

Output Report

There are three ways to output the report.

- **Display Report** (default) - Will display on the Workstation monitor.
- **Print Report** - Will be sent to the report printer.
- **Output To File** - Will save the report into the file name specified in the **Output File Name** field. This saves the report results in a file for later use outside of TOPAZ.

Select one of the above output options by clicking on the white dot to the right of the selection. This will place a black dot inside the white one activating the selection.

Output File Name

If you selected **Output to File**, enter the name of the file to contain the report information. The **Output File Name** can have up to 64 characters. For example, you can type in "Myreport" and the report will be saved into the file named Myreport in the directory where TOPAZ was installed. You may enter a path with the file name, for example, "c:\reports\Myreport". The format of the report files is always plain text and can be opened in Notepad.

Run Report


To send the report to the destination you specified above (display, printer, or file), click the

A blue rectangular button with the text "Run Report" in white.

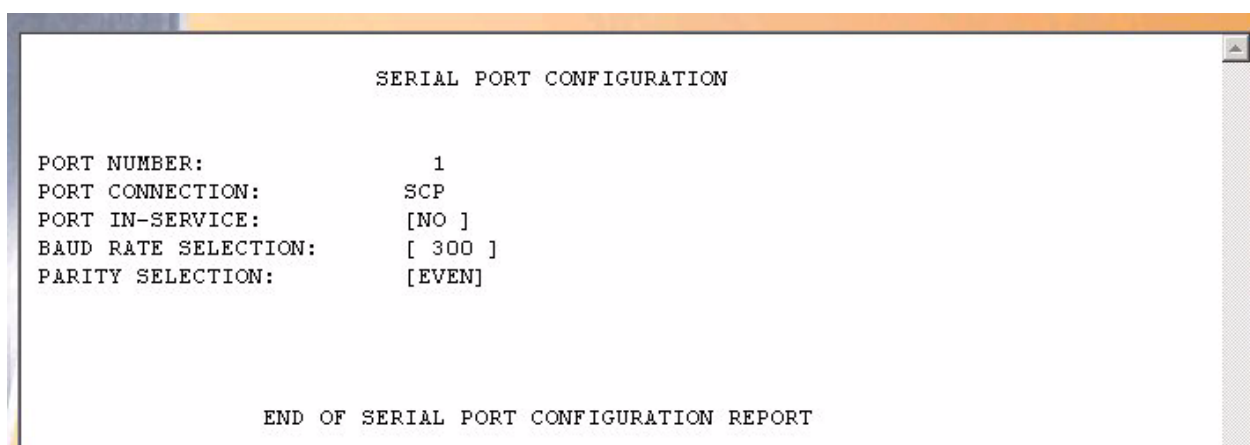
Run Report button in the bottom right corner of the browser window.

A message **Report Completed** will display, with the number of records printed. Click **OK** to continue.

Cancel Report

To stop the report or when you have finished viewing the report on the monitor, click the  **Cancel Report** button. This will cancel the operation and return to the report screen. If no report is displaying and you click on the **Cancel** button, it will return to the Reports page.

Below is a sample of a displayed report for Serial Port Setup.



Security Area Setup Report

The **Security Area Setup Report** recalls how Security Areas have been setup.

To navigate to the **Security Area Setup Report** page, from any page within the **System Setup** pages click on the **Security Area** tab button in the top navigation bar. The following page will display.



All Security Areas?

If **Yes** is selected, all **Security Areas** will be listed on the report. If **No** is selected, then a security area must be selected from the drop-down list under **Security Area Name**.

Security Area Name

From the drop-down list of pre-configured security areas, scroll through and select the security area to be recalled in the report by clicking on the **Security Area Name**.

Output Report

There are three ways to output the report.

- **Display Report** (default) - Will display on the Workstation monitor.
- **Print Report** - Will be sent to the report printer.
- **Output To File** - Will save the report into the file name specified in the **Output File Name** field. This saves the report results in a file for later use outside of TOPAZ.

Select one of the above output options by clicking on the white dot to the right of the selection. This will place a black dot inside the white one activating the selection.

Output File Name

If you selected **Output to File**, enter the name of the file to contain the report information. The **Output File Name** can have up to 64 characters. For example, you can type in "Myreport" and the report will be saved

into the file named Myreport in the directory where TOPAZ was installed. You may enter a path with the file name, for example, "c:\reports\Myreport". The format of the report files is always plain text and can be opened in Notepad.

Run Report

To send the report to the destination you specified above (display, printer, or file), click the

Run Report

Run Report button in the bottom right corner of the browser window.

A message **Report Completed** will display, with the number of records printed. Click **OK** to continue.

Cancel Report

To stop the report or when you have finished viewing the report on the monitor, click the **Cancel Report** button. This will cancel the operation and return to the report screen. If no report is displaying and you click on the **Cancel** button, it will return to the Reports page.

Below is a sample of a displayed report for Security Area setup.

SECURITY AREA CONFIGURATION			
AREA:	[ACCOUNTING]		
TENANT (PARTITION) NAME:	[]		
PASSWORD PROTECTION:	[NO]	PUBLIC ACCESS:	[NO]
ANTI-PASSBACK (Y/N):	[YES]		
AREA LOADING (Y/N):	[NO]	TWO-MAN MIN ACCESS (Y/N):	[NO]
MAX OCCUPANCY (0-32767):	0	CURRENT OCCUPANCY:	0
DIAL UP (Y/N):	[NO]		
TIME DELAY FOR REENTRY:	30 Minutes		
KEYPAD MASKING ALLOWED:	[NO]	ALARM MASKING DELAY:	0 Seconds
AREA SECURED SCHEDULE :	[]		
AREA DESCRIPTION:	[Finance Office]		
AREA:	[MFG OFFICE]		
TENANT (PARTITION) NAME:	[]		
PASSWORD PROTECTION:	[NO]	PUBLIC ACCESS:	[NO]
ANTI-PASSBACK (Y/N):	[YES]		
AREA LOADING (Y/N):	[NO]	TWO-MAN MIN ACCESS (Y/N):	[NO]
MAX OCCUPANCY (0-32767):	0	CURRENT OCCUPANCY:	0
DIAL UP (Y/N):	[NO]		
TIME DELAY FOR REENTRY:	30 Minutes		
KEYPAD MASKING ALLOWED:	[NO]	ALARM MASKING DELAY:	0 Seconds
AREA SECURED SCHEDULE :	[]		
AREA DESCRIPTION:	[Manufacturing Administration]		
AREA:	[SYSTEM]		
TENANT (PARTITION) NAME:	[]		
PASSWORD PROTECTION:	[NO]	PUBLIC ACCESS:	[NO]
ANTI-PASSBACK (Y/N):	[NO]		

Access Groups Setup Report

The **Access Group Setup Report** recalls how Access Groups have been setup.

To navigate to the **Access Group Setup Report** page, from any page within the **System Setup** pages click on the **Access Grp.** tab button in the top navigation bar. The following page will display.



The report will list all access groups.

Output Report

There are three ways to output the report.

- **Display Report** (default) - Will display on the Workstation monitor.
- **Print Report** - Will be sent to the report printer.
- **Output To File** - Will save the report into the file name specified in the **Output File Name** field. This saves the report results in a file for later use outside of TOPAZ.

Select one of the above output options by clicking on the white dot to the right of the selection. This will place a black dot inside the white one activating the selection.

Output File Name

If you selected **Output to File**, enter the name of the file to contain the report information. The **Output File Name** can have up to 64 characters. For example, you can type in "Myreport" and the report will be saved into the file named Myreport in the directory where TOPAZ was installed. You may enter a path with the file name, for example, "c:\reports\Myreport". The format of the report files is always plain text and can be opened in Notepad.

Run Report


To send the report to the destination you specified above (display, printer, or file), click the

Run Report

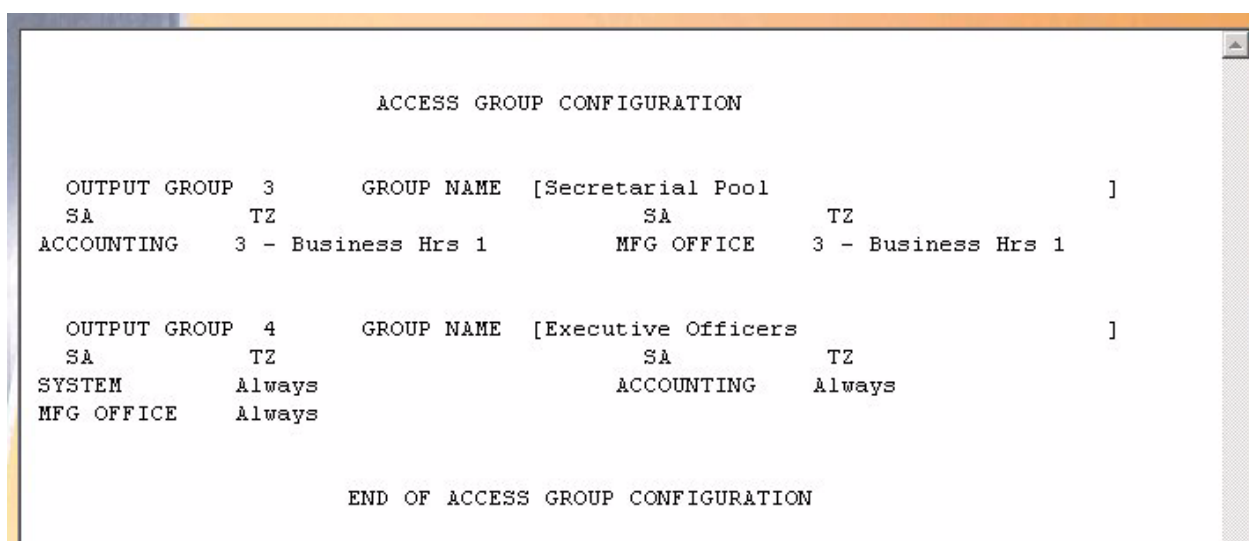
Run Report button in the bottom right corner of the browser window.

A message **Report Completed** will display, with the number of records printed. Click **OK** to continue.

Cancel Report

To stop the report or when you have finished viewing the report on the monitor, click the  **Cancel Report** button. This will cancel the operation and return to the report screen. If no report is displaying and you click on the **Cancel** button, it will return to the Reports page.

Below is a sample of a displayed report for Access Group Setup.



ACCESS GROUP CONFIGURATION					
OUTPUT GROUP	3	GROUP NAME	[Secretarial Pool]		
SA	TZ	SA	TZ		
ACCOUNTING	3 - Business Hrs 1	MFG OFFICE	3 - Business Hrs 1		
OUTPUT GROUP	4	GROUP NAME	[Executive Officers]		
SA	TZ	SA	TZ		
SYSTEM	Always	ACCOUNTING	Always		
MFG OFFICE	Always				
END OF ACCESS GROUP CONFIGURATION					

Time Schedule Setup Report

The **Time Schedule Setup Report** recalls how Time Schedules have been setup.

To navigate to the **Time Schedule Setup Report** page, from any page within the **System Setup** pages click on the **Time Sched.** tab button in the top navigation bar. The following page will display.



All Time Schedules?

If **Yes** is selected, the drop-down list of configured time schedules will disappear and all configured **Time Schedules** will be listed on the report.

If **No** is selected, then a time schedule must be selected from the drop-down list under **Time Schedule Name**.

Time Schedule Name

From the drop-down list of pre-configured **Time Schedules**, scroll through and select the Time Schedule to be recalled in the report by clicking on the **Time Schedule Name**.

Output Report

There are three ways to output the report.

- **Display Report** (default) - Will display on the Workstation monitor.
- **Print Report** - Will be sent to the report printer.
- **Output To File** - Will save the report into the file name specified in the **Output File Name** field. This saves the report results in a file for later use outside of TOPAZ.

Select one of the above output options by clicking on the white dot to the right of the selection. This will place a black dot inside the white one activating the selection.

Output File Name

If you selected **Output to File**, enter the name of the file to contain the report information. The **Output File Name** can have up to 64 characters. For example, you can type in "Myreport" and the report will be saved into the file named Myreport in the directory where TOPAZ was installed. You may enter a path with the file name, for example, "c:\reports\Myreport". The format of the report files is always plain text and can be opened in Notepad.

Run Report

To send the report to the destination you specified above (display, printer, or file), click the

Run Report

Run Report button in the bottom right corner of the browser window.

A message **Report Completed** will display, with the number of records printed. Click **OK** to continue.

Cancel Report

To stop the report or when you have finished viewing the report on the monitor, click the **Cancel Report** button. This will cancel the operation and return to the report screen. If no report is displaying and you click on the **Cancel** button, it will return to the Reports page.

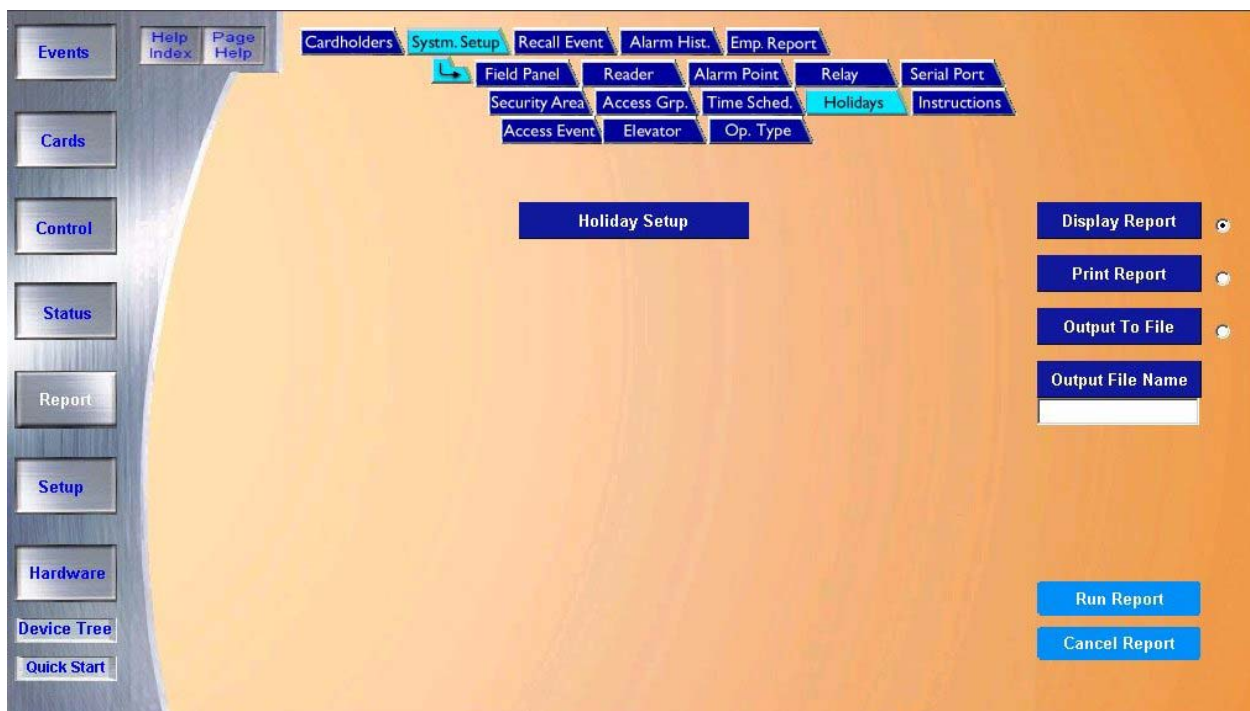
Below is a sample of part of a displayed report for Time Schedule setup.

TIME SCHEDULE				
SCHEDULE NAME	START TIME	END TIME	ACTIVE ON DAY	HOLIDAY
Business Hrs 1	06:00	15:00	.MTWTF.	..
Business Hrs 2	07:00	16:00	.MTWTF.	..
Business Hrs 3	08:00	17:00	.MTWTF.	..
Off Hours 1	00:00	05:59	.MTWTF.	..
	15:00	23:59	.MTWTF.	..
Off Hours 2	00:00	06:59	.MTWTF.	..
	16:00	23:59	.MTWTF.	..
Off Hours 3	00:00	07:59	.MTWTF.	..
	17:00	23:59	.MTWTF.	..
Weekend/Holiday	00:00	23:59	S.....S	12
Swing Shift	15:00	23:00	.MTWTF.	..
Third Shift 3	00:00	06:59	.MTWTF.	..
	23:00	23:59	.MTWTF.	..
Lunch	12:00	13:00	.MTWTF.	..

Holiday Setup Report

The **Holiday Setup Report** recalls how Holidays have been setup.

To navigate to the **Holiday Setup Report** page, from any page within the **System Setup** pages click on the **Holiday** tab button in the top navigation bar. The following page will display.



The report will list all configured Holidays.

Output Report

There are three ways to output the report.

- **Display Report** (default) - Will display on the Workstation monitor.
- **Print Report** - Will be sent to the report printer.
- **Output To File** - Will save the report into the file name specified in the **Output File Name** field. This saves the report results in a file for later use outside of TOPAZ.

Select one of the above output options by clicking on the white dot to the right of the selection. This will place a black dot inside the white one activating the selection.

Output File Name

If you selected **Output to File**, enter the name of the file to contain the report information. The **Output File Name** can have up to 64 characters. For example, you can type in "Myreport" and the report will be saved into the file named Myreport in the directory where TOPAZ was installed. You may enter a path with the file name, for example, "c:\reports\Myreport". The format of the report files is always plain text and can be opened in Notepad.

Run Report

To send the report to the destination you specified above (display, printer, or file), click the

Run Report

Run Report button in the bottom right corner of the browser window.

A message **Report Completed** will display, with the number of records printed. Click **OK** to continue.

Cancel Report

To stop the report or when you have finished viewing the report on the monitor, click the **Cancel Report** button. This will cancel the operation and return to the report screen. If no report is displaying and you click on the **Cancel** button, it will return to the Reports page.

Below is a sample of part of a displayed report for Holiday setup.

HOLIDAY TABLE ENTRIES		
DATE	HOLIDAY	TYPE
2004/05/31	Memorial Day	1.....
2004/07/05	Independance Day	1.....
2004/09/06	Labor Day
2004/11/25	Thanksgiving Day	1.....
2004/11/26	Day After TD	.2.....
END OF REPORT, 2 HOLIDAY(S) PURGED FROM DATABASE		

Instruction Message Setup Report

The **Instruction Message Setup Report** recalls how Instruction Messages have been setup.

To navigate to the **Instruction Message Setup Report** page, from any page within the **System Setup** pages click on the **Instruction Messages** tab button in the top navigation bar. The following page will display.



All Instruction Messages?

If **Yes** is selected, all **Instruction Messages** will be listed on the report. If **No** is selected, then an Instruction Message must be selected from the drop-down list under **Instruction Message Name**.

Instruction Message Name

From the drop-down list of pre-configured **Instruction Messages**, scroll through and select the Instruction Message to be recalled in the report by clicking on the **Instruction Message Name**.

Output Report

There are three ways to output the report.

- **Display Report** (default) - Will display on the Workstation monitor.
- **Print Report** - Will be sent to the report printer.
- **Output To File** - Will save the report into the file name specified in the **Output File Name** field. This saves the report results in a file for later use outside of TOPAZ.

Select one of the above output options by clicking on the white dot to the right of the selection. This will place a black dot inside the white one activating the selection.

Output File Name

If you selected **Output to File**, enter the name of the file to contain the report information. The **Output File Name** can have up to 64 characters. For example, you can type in "Myreport" and the report will be saved into the file named Myreport in the directory where TOPAZ was installed. You may enter a path with the file name, for example, "c:\reports\Myreport". The format of the report files is always plain text and can be opened in Notepad.

Run Report


To send the report to the destination you specified above (display, printer, or file), click the

A blue rectangular button with the text "Run Report" in white.

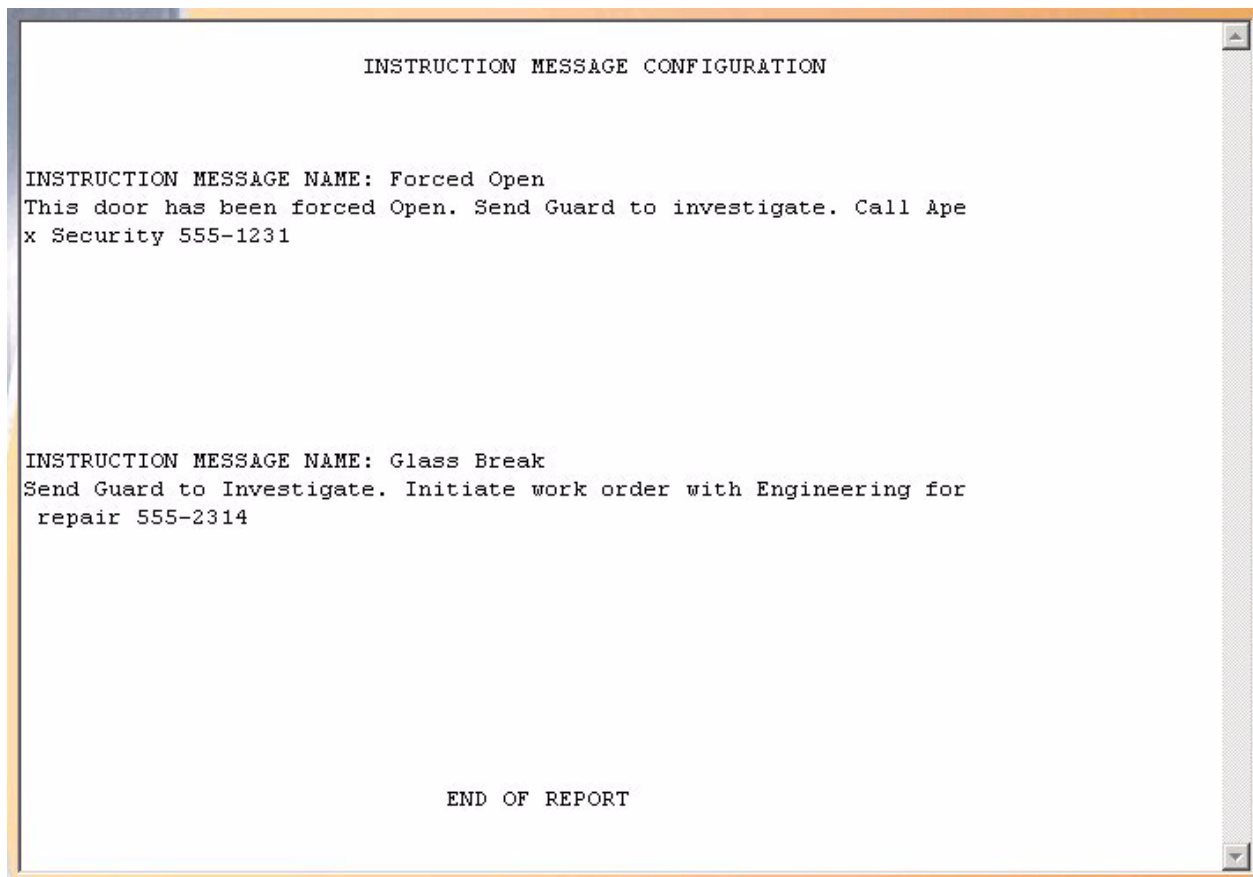
Run Report button in the bottom right corner of the browser window.

A message **Report Completed** will display, with the number of records printed. Click **OK** to continue.

Cancel Report

To stop the report or when you have finished viewing the report on the monitor, click the  **Cancel Report** button. This will cancel the operation and return to the report screen. If no report is displaying and you click on the **Cancel** button, it will return to the Reports page.

Below is a sample of a displayed report for Instruction Message Setup.



Access Event Reporting Options Setup Report

The **Access Event Reporting Options Setup Report** recalls how Access Events have been setup.

To navigate to the **Access Event Reporting Options Setup Report** page, from any page within the **System Setup** pages click on the **Access Reporting Options** tab button in the top navigation bar. The following page will display.



The report will list all Access Event Reporting Options.

Output Report

There are three ways to output the report.

- **Display Report** (default) - Will display on the Workstation monitor.
- **Print Report** - Will be sent to the report printer.
- **Output To File** - Will save the report into the file name specified in the **Output File Name** field. This saves the report results in a file for later use outside of TOPAZ.

Select one of the above output options by clicking on the white dot to the right of the selection. This will place a black dot inside the white one activating the selection.

Output File Name

If you selected **Output to File**, enter the name of the file to contain the report information. The **Output File Name** can have up to 64 characters. For example, you can type in "Myreport" and the report will be saved into the file named Myreport in the directory where TOPAZ was installed. You may enter a path with the file name, for example, "c:\reports\Myreport". The format of the report files is always plain text and can be opened in Notepad.

Run Report


To send the report to the destination you specified above (display, printer, or file), click the

A blue rectangular button with the text "Run Report" in white.

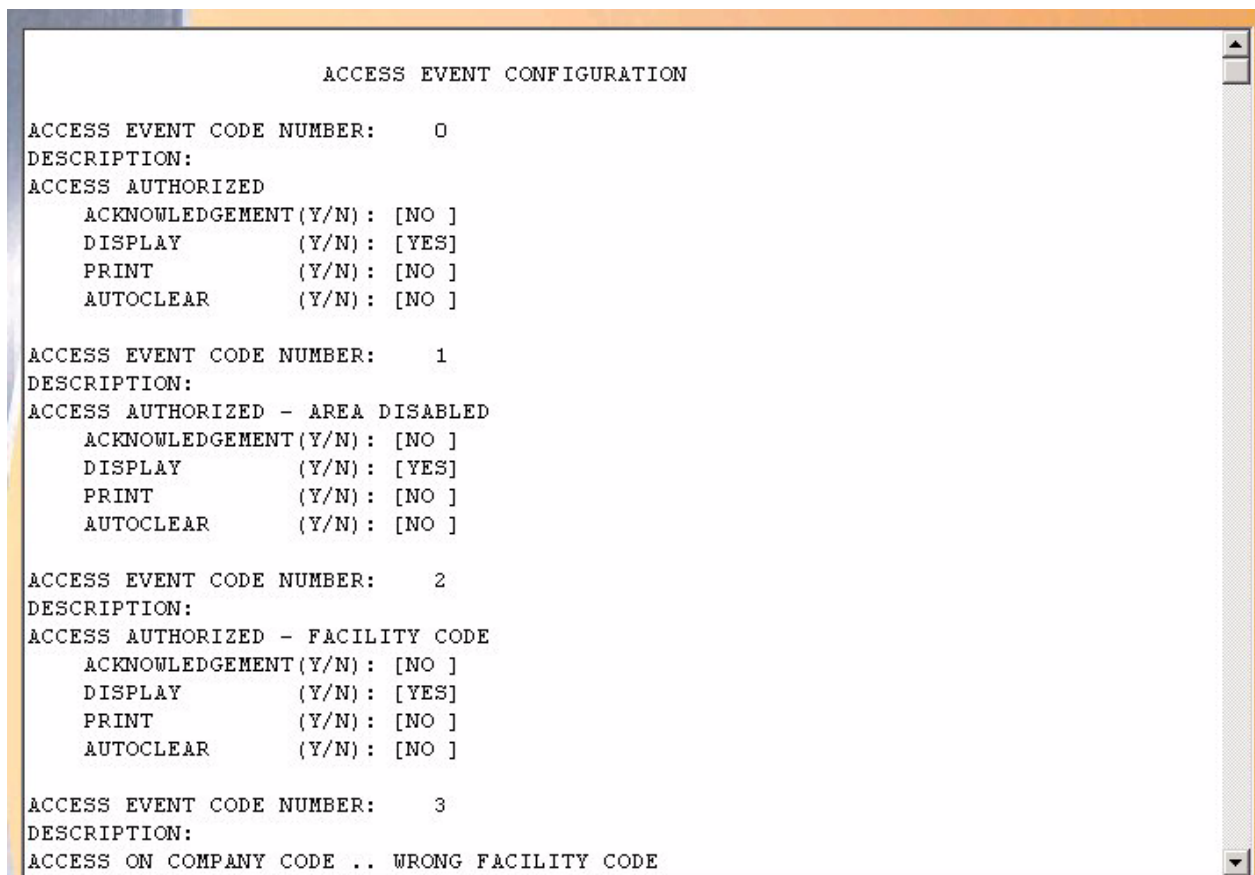
Run Report button in the bottom right corner of the browser window.

A message **Report Completed** will display, with the number of records printed. Click **OK** to continue.

Cancel Report

To stop the report or when you have finished viewing the report on the monitor, click the  **Cancel Report** button. This will cancel the operation and return to the report screen. If no report is displaying and you click on the **Cancel** button, it will return to the Reports page.

Below is a sample of a displayed report for Access Event Reporting Options setup.

A screenshot of a web browser window displaying a report titled "ACCESS EVENT CONFIGURATION". The report lists four access event configurations, each with a code number, a description, and a set of options (ACKNOWLEDGEMENT, DISPLAY, PRINT, AUTOCLEAR) with Y/N choices in brackets. The window has a standard browser interface with a title bar and scrollbars.

```
ACCESS EVENT CONFIGURATION

ACCESS EVENT CODE NUMBER:    0
DESCRIPTION:
ACCESS AUTHORIZED
  ACKNOWLEDGEMENT(Y/N): [NO ]
  DISPLAY          (Y/N): [YES]
  PRINT            (Y/N): [NO ]
  AUTOCLEAR        (Y/N): [NO ]

ACCESS EVENT CODE NUMBER:    1
DESCRIPTION:
ACCESS AUTHORIZED - AREA DISABLED
  ACKNOWLEDGEMENT(Y/N): [NO ]
  DISPLAY          (Y/N): [YES]
  PRINT            (Y/N): [NO ]
  AUTOCLEAR        (Y/N): [NO ]

ACCESS EVENT CODE NUMBER:    2
DESCRIPTION:
ACCESS AUTHORIZED - FACILITY CODE
  ACKNOWLEDGEMENT(Y/N): [NO ]
  DISPLAY          (Y/N): [YES]
  PRINT            (Y/N): [NO ]
  AUTOCLEAR        (Y/N): [NO ]

ACCESS EVENT CODE NUMBER:    3
DESCRIPTION:
ACCESS ON COMPANY CODE .. WRONG FACILITY CODE
```

Elevator Control Setup Report

The **Elevator Control Setup Report** recalls how elevators have been setup.

To navigate to the **Elevator Control Setup Report** page, from any page within the **System Setup** pages click on the **Elevator** tab button in the top navigation bar. The following page will display.



The report will list all Elevator Controls.

Output Report

There are three ways to output the report.

- **Display Report** (default) - Will display on the Workstation monitor.
- **Print Report** - Will be sent to the report printer.
- **Output To File** - Will save the report into the file name specified in the **Output File Name** field. This saves the report results in a file for later use outside of TOPAZ.

Select one of the above output options by clicking on the white dot to the right of the selection. This will place a black dot inside the white one activating the selection.

Output File Name

If you selected **Output to File**, enter the name of the file to contain the report information. The **Output File Name** can have up to 64 characters. For example, you can type in "Myreport" and the report will be saved into the file named Myreport in the directory where TOPAZ was installed. You may enter a path with the file name, for example, "c:\reports\Myreport". The format of the report files is always plain text and can be opened in Notepad.

Run Report


To send the report to the destination you specified above (display, printer, or file), click the

A blue rectangular button with the text "Run Report" in white.

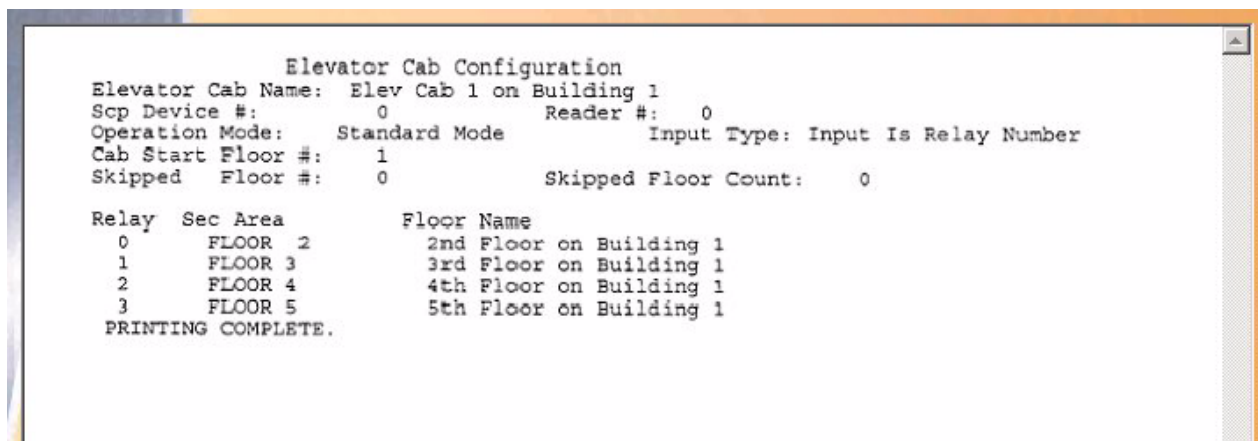
Run Report button in the bottom right corner of the browser window.

A message **Report Completed** will display, with the number of records printed. Click **OK** to continue.

Cancel Report

To stop the report or when you have finished viewing the report on the monitor, click the  **Cancel Report** button. This will cancel the operation and return to the report screen. If no report is displaying and you click on the **Cancel** button, it will return to the Reports page.

Below is a sample of a displayed report for Elevator Control Setup.



Operator Type Report

The **Operator Type Report** recalls the different Operator Types that have been defined.

To navigate to the **Operator Type Report** page, from any page within the **System Setup** pages click on the **Op. Type** tab button in the top navigation bar. The following page will display.



The report will list all configured Operator Types.

Output Report

There are three ways to output the report.

- **Display Report** (default) - Will display on the Workstation monitor.
- **Print Report** - Will be sent to the report printer.
- **Output To File** - Will save the report into the file name specified in the **Output File Name** field. This saves the report results in a file for later use outside of TOPAZ.

Select one of the above output options by clicking on the white dot to the right of the selection. This will place a black dot inside the white one activating the selection.

Output File Name

If you selected **Output to File**, enter the name of the file to contain the report information. The **Output File Name** can have up to 64 characters. For example, you can type in "Myreport" and the report will be saved into the file named Myreport in the directory where TOPAZ was installed. You may enter a path with the file name, for example, "c:\reports\Myreport". The format of the report files is always plain text and can be opened in Notepad.

Run Report

To send the report to the destination you specified above (display, printer, or file), click the

Run Report

Run Report button in the bottom right corner of the browser window.

A message **Report Completed** will display, with the number of records printed. Click **OK** to continue.

Cancel Report

To stop the report or when you have finished viewing the report on the monitor, click the **Cancel Report** button. This will cancel the operation and return to the report screen. If no report is displaying and you click on the **Cancel** button, it will return to the Reports page.

Below is a sample of a displayed report for Operator Type.

OPERATOR TYPE CONFIGURATION		
OPERATOR TYPE NAME: Alarms Only		
LEVEL OF RESTRICTION:	NO ACCESS	MENU: Additional SetupCtrl Bac
LEVEL OF RESTRICTION:	NO ACCESS	MENU: Ctrl Backup
LEVEL OF RESTRICTION:	NO ACCESS	MENU: Cardholder
LEVEL OF RESTRICTION:	NO ACCESS	MENU: Ctrl Trace
LEVEL OF RESTRICTION:	NO ACCESS	MENU: Ctrl Passback
LEVEL OF RESTRICTION:	NO ACCESS	MENU: Control Guard ToCtrl Out
LEVEL OF RESTRICTION:	NO ACCESS	MENU: Ctrl Output
LEVEL OF RESTRICTION:	NO ACCESS	MENU: Ctrl Reader
LEVEL OF RESTRICTION:	NO ACCESS	MENU: Ctrl Area LoadinDefine P
LEVEL OF RESTRICTION:	NO ACCESS	MENU: Define Panel
LEVEL OF RESTRICTION:	NO ACCESS	MENU: Hardware
LEVEL OF RESTRICTION:	NO ACCESS	MENU: Define LAN
LEVEL OF RESTRICTION:	NO ACCESS	MENU: Multiple Server
LEVEL OF RESTRICTION:	NO ACCESS	MENU: Define Reader
LEVEL OF RESTRICTION:	NO ACCESS	MENU: Define Relay
LEVEL OF RESTRICTION:	NO ACCESS	MENU: Define Remote CoDefine P
LEVEL OF RESTRICTION:	NO ACCESS	MENU: Define Port
LEVEL OF RESTRICTION:	NO ACCESS	MENU: Define Video
LEVEL OF RESTRICTION:	NO ACCESS	MENU: Define WS
LEVEL OF RESTRICTION:	NO ACCESS	MENU: Batch Add/DeleteProcess
LEVEL OF RESTRICTION:	NO ACCESS	MENU: Process EmployeeAuto Con
LEVEL OF RESTRICTION:	NO ACCESS	MENU: Auto Config
LEVEL OF RESTRICTION:	NO ACCESS	MENU: Ctrl Service

Capabilities Report

The **Setup Capabilities Report** provides detailed information as to the maximum capabilities that are configured on your system. For example, how many card readers you can address, the number of cardholders you may add, show optional programs supported by your system, and located at the bottom of the report will show how much space is left in your TOPAZ archive file.

To navigate to the **Setup Capabilities Report** page, click the **Report** button in the main navigation bar at the left side of the browser window then click on the button next to **System Setup** on the main Reports page then click the **Capabilities** tab button at the top of the window. You can also click the **System Setup – Capabilities** tab at the top of the window from any reports page



Output Report

There are three ways to output the report.

- **Display Report** (default) - the report will display on the workstation monitor.
- **Print Report** - the report will be sent to the report printer defined in **Workstation Setup**.
- **Output To File** - the report will be saved to the file name specified in the **Output File Name** field. This saves the report results in a file for later use outside of Topaz.

Select one of the above output options by clicking on the white dot to the right of the selection. A black dot indicates the active selection.

Output File Name

If you selected **Output to File**, enter the name of the file to contain the report information. The **Output File Name** can have up to 64 characters. For example, you can type in "Myreport" and the report will be saved

into the file named Myreport in the directory where TOPAZ was installed. You may enter a path with the file name, for example, "c:\reports\Myreport". The format of the report files is always plain text and can be opened in Notepad.

Run Report

To send the report to the destination you specified above (display, printer, or file), click the

Run Report

Run Report button in the bottom right corner of the browser window.

A message **Report Completed** will display, with the number of records printed. Click **OK** to continue.

Cancel Report

If the report was displayed, click the **Cancel Report** **Cancel Report** button when you are finished viewing the report and you will return to the System Capabilities Report page. If the report is still generating and you want to stop the report, click the **Cancel Report** button. This will terminate the report, but the information already generated will remain on the screen until you click **Cancel Report** a second time. If no report is displayed and you click on the **Cancel Report** button, it will return you to the Reports splash page.

Sample Report

Below is a sample of part of a displayed report for System Capabilities.


System Capacities	
Topaz Version 1.4.6.02 (Build 2107)	
Wide Area Network Server ID	1
Local Area Network Workstation Number(1=Server)	1
Length Of Card Number Field	10
Length Of Company Code Field	4
Length Of Facility Code Field	4
Length Of Issue Level Field	2
Maximum Number of Readers	64
Maximum Number of Employee Cards	10000
Maximum Number of Visitor Cards	0
Maximum Number of Temporary Employee Cards	0
Maximum Number of Temporary Visitor Cards	0
Maximum Number of Alarm Points	4096
Maximum Number of Remote Control Points	4096
Maximum Number of Security Areas	500
Maximum Number of SCP Logical Devices	64
Maximum Number of Serial Ports	63
Maximum Number of Alarm/Trouble Actions	4001
Maximum Number of Remote Control Actions	4001
Maximum Number of Alarm Masking Actions	4001
Maximum Number of Remote Control Operations	4096
Maximum Number of Alarm Masking Operations	4096
Maximum Number of Remote Control Time Zones	4001
Maximum Number of Alarm Masking Time Zones	4001
Maximum Number of Alarm/Trouble Action Messages	512
Maximum Number of Guard Tours	0
Maximum Number of Unacknowledged Alarms	128
Maximum Number of Time Zone Intervals	255

Recall Event Reports Page

These reports can display and print out a complete listing of all events recorded to the current on-line event log file, events that occurred while the server was shut down, or events that have been archived or backed up. The fields on the **Recall All Events** screen can be modified to reduce or expand the report range.

The **Recall Event** page will allow you to retrieve historical information by the following types of events:

- All Events
- Event Number
- User Action
- System Device
- Other Events
- Access Event
- Alarm Event

To select the **Recall Events** page, from the Main browser toolbar on the left side of the browser window click on the **Reports** button, and then click on the  button corresponding to **Recall Event**, or from any **Reports** page, click on the **Recall Event** tab button. The following page will display.



The screenshot shows the 'Recall Event' page in the TOPAZ software. On the left is a vertical toolbar with buttons: Events, Cards, Control, Status, Report, Setup, Hardware, Device Tree, and Quick Start. At the top, there are tabs: Cardholders, System Setup, Recall Event (selected), Alarm Hist., Emp. Report, All Events, Event #, User Action, Sys. Device, Other Evnts., Access Event, and Alarm Event. The main area contains a 'Recall All Events' button, a 'Log File Disk Drive' dropdown set to 'C:', and date/time pickers for 'Start Date' (February 11, 2004) and 'Stop Date' (February 17, 2004). Time pickers for 'Start Time' (12:56:46) and 'Stop Time' (10:50:08) are also present. On the right, there are radio buttons for 'Display Report', 'Print Report', and 'Output To File', followed by an 'Output File Name' text box. At the bottom right are 'Run Report' and 'Cancel Report' buttons.

These reports are covered in detail below.

Recall All Events Report


This procedure recalls all logged events by time period.

To navigate to the report, from any page within the Reports pages click the **Recall Event** tab button. The following **All Events** page will display.

Log File Disk Drive

Select the drive letter where the history log file is located. The default is the C: drive of your computer. If the report is being recalled from a removable drive, make sure the removable disk has been inserted.

Start Date


From the drop-down list select the Month, Day, and Year on which the report should start. A full calendar can be displayed by clicking on the  Calendar icon.

NOTE: If you wish to recall all events in the history log file, skip the Start and End Date and Time. They default to the first and last event in the log file.

Start Time

From the drop-down list select the Hour, Minute, and Seconds on which the report should start.

Stop Date

From the drop-down list select the Month, Day, and Year on which the report should stop. A full calendar can be displayed by clicking on the  Calendar icon.

Stop Time

From the drop-down list select the Hour, Minute, and Seconds on which the report should stop.

Output Report

There are three ways to output the report.

- **Display Report** (default) - Will display on the Workstation monitor.
- **Print Report** - Will be sent to the report printer.
- **Output To File** - Will save the report into the file name specified in the **Output File Name** field. This saves the report results in a file for later use outside of TOPAZ.

Select one of the above output options by clicking on the white dot to the right of the selection. This will place a black dot inside the white one activating the selection.

Output File Name

If you selected **Output to File**, enter the name of the file to contain the report information. The **Output File Name** can have up to 64 characters. For example, you can type in "Myreport" and the report will be saved into the file named Myreport in the directory where TOPAZ was installed. You may enter a path with the file name, for example, "c:\reports\Myreport". The format of the report files is always plain text and can be opened in Notepad.

Run Report


To send the report to the destination you specified above (display, printer, or file), click the

A blue rectangular button with the text "Run Report" in white.

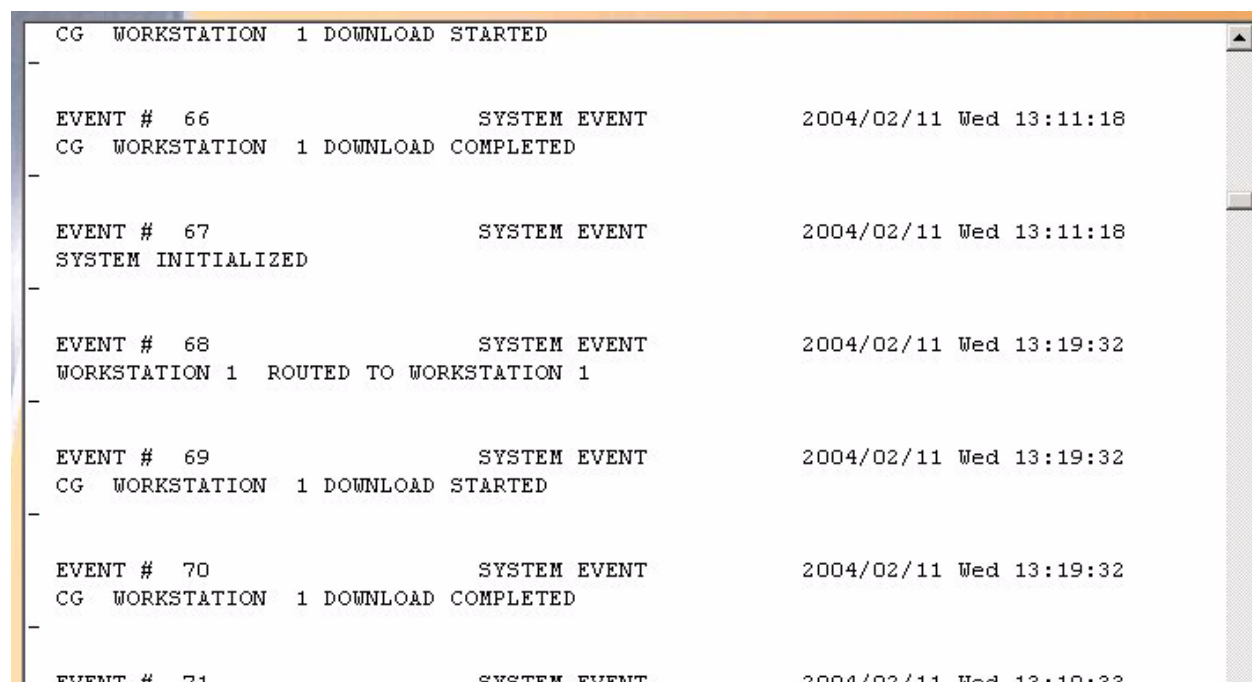
Run Report button in the bottom right corner of the browser window.

A message **Report Completed** will display, with the number of records printed. Click **OK** to continue.

Cancel Report

To stop the report or when you have finished viewing the report on the monitor, click the  **Cancel Report** button. This will cancel the operation and return to the report screen. If no report is displaying and you click on the **Cancel Report** button, it will return to the Reports page.

Below is a sample of part of a displayed report for Recall All Events:

A screenshot of a report window with a title bar and a scroll bar on the right. The report content is as follows:

```
CG WORKSTATION 1 DOWNLOAD STARTED
-
EVENT # 66                      SYSTEM EVENT                2004/02/11 Wed 13:11:18
CG WORKSTATION 1 DOWNLOAD COMPLETED
-
EVENT # 67                      SYSTEM EVENT                2004/02/11 Wed 13:11:18
SYSTEM INITIALIZED
-
EVENT # 68                      SYSTEM EVENT                2004/02/11 Wed 13:19:32
WORKSTATION 1  ROUTED TO WORKSTATION 1
-
EVENT # 69                      SYSTEM EVENT                2004/02/11 Wed 13:19:32
CG WORKSTATION 1 DOWNLOAD STARTED
-
EVENT # 70                      SYSTEM EVENT                2004/02/11 Wed 13:19:32
CG WORKSTATION 1 DOWNLOAD COMPLETED
-
EVENT # 71                      SYSTEM EVENT                2004/02/11 Wed 13:19:33
```

Recall By Event Number Report


To navigate to the **Recall by Event Number** reports page, from the Main Reports page click the **Recall Events** tab button at the top and/or then click the **Event #** tab button in the Recall Events pages. The following page will display.

NOTE: Recalling events by number is an extremely slow process. Where possible, recall events by time.

Log File Disk Drive

Select the drive letter where the history log file is located. The default is the C: drive of your computer. If the report is being recalled from a removable drive (Zip, Jaz, etc.), make sure the removable disk has been inserted.

Start Date


From the drop-down list select the Month, Day, and Year at which the report should start. A full calendar can be displayed by clicking on the  Calendar icon.

NOTE: If you wish to recall all events in the history log file, skip the Start and End Date and Time. They default to the first and last event in the log file.

Start Time

From the drop-down list select the Hour, Minute, and Seconds at which the report should start.

Stop Date

From the drop-down list select the Month, Day, and Year at which the report should stop. A full calendar can be displayed by clicking on the  Calendar icon.

Stop Time

From the drop-down list select the Hour, Minute, and Seconds at which the report should stop.

Beginning Event Number

Enter the Event Number desired for the first event of the report. The default number is the First Event in the History Log File.

Ending Event number

Enter the Event Number for the last event of the report. The default number is the Last Event in the History Log File.

Output Report

There are three ways to output the report.

- **Display Report** (default) - Will display on the Workstation monitor.
- **Print Report** - Will be sent to the report printer.
- **Output To File** - Will save the report into the file name specified in the **Output File Name** field. This saves the report results in a file for later use outside of TOPAZ.

Select one of the above output options by clicking on the white dot to the right of the selection. This will place a black dot inside the white one activating the selection.

Output File Name

If you selected **Output to File**, enter the name of the file to contain the report information. The **Output File Name** can have up to 64 characters. For example, you can type in "Myreport" and the report will be saved into the file named Myreport in the directory where TOPAZ was installed. You may enter a path with the file name, for example, "c:\reports\Myreport". The format of the report files is always plain text and can be opened in Notepad.

Run Report

To send the report to the destination you specified above (display, printer, or file), click the

A blue rectangular button with the text "Run Report" in white.

Run Report button in the bottom right corner of the browser window.

A message **Report Completed** will display, with the number of records printed. Click **OK** to continue.

Cancel Report

To stop the report or when you have finished viewing the report on the monitor, click the

A blue rectangular button with the text "Cancel Report" in white.

Cancel Report button. This will cancel the operation and return to the report screen. If no report is displaying and you click on the **Cancel Report** button, it will return to the Reports page.

Below is a sample of part of a displayed report for Recall by Event Number:

RECALL BY EVENT NUMBER			
EVENT # 1		SYSTEM ERROR EVENT	2004/02/11 Wed 12:56:46
TASK INITIA	OPEN FILE	ERROR 1019 , FILE dms1\scpdev.dt	
EVENT # 2		SYSTEM ERROR EVENT	2004/02/11 Wed 12:56:46
TASK INITIA	OPEN FILE	ERROR 1019 , FILE dms1\rctz00.dt	
EVENT # 3		SYSTEM ERROR EVENT	2004/02/11 Wed 12:56:46
TASK INITIA	OPEN FILE	ERROR 1019 , FILE dms1\rcacf01.dt	
EVENT # 4		SYSTEM ERROR EVENT	2004/02/11 Wed 12:56:46
TASK INITIA	OPEN FILE	ERROR 1019 , FILE dms1\mkacf00.dt	
EVENT # 5		SYSTEM ERROR EVENT	2004/02/11 Wed 12:56:46
TASK INITIA	OPEN FILE	ERROR 1019 , FILE dms1\mkopf00.dt	
EVENT # 6		SYSTEM ERROR EVENT	2004/02/11 Wed 12:56:46
TASK INITIA	OPEN FILE	ERROR 1019 , FILE dms1\scpdev.dt	

Recall User Actions Report

The **Recall User Actions Report** will recall a description of the action performed by the system operators during a selected period of time. If an operator has performed an operation other than displaying or printing information, the description will include a more detailed explanation of the operation, such as creating a monitor point or deleting a disk file.


NOTE: The program cannot verify the person that used a password was indeed the operator assigned to that password, only that the operator who performed the action was using that password. Consequently, you should advise all system operators NOT to reveal their passwords to anyone else, including other system operators.

To navigate to the report, from the Main Reports page click the **Recall Events** tab button at the top and then click the **User Action** tab button. The following page will display.

Log File Disk Drive

Select the drive letter where the history log file is located. The default is the C: drive of your computer. If the report is being recalled from a removable drive, make sure the removable disk has been inserted.

Start Date


From the drop-down list select the Month, Day, and Year at which the report should start. A full calendar can be displayed by clicking on the  Calendar icon.

NOTE: If you wish to recall all events in the history log file, skip the Start and End Date and Time. They default to the first and last event in the log file.

Start Time

From the drop-down list select the Hour, Minute, and Seconds at which the report should start.

Stop Date

From the drop-down list select the Month, Day, and Year at which the report should stop. A full calendar can be displayed by clicking on the  Calendar icon.

Stop Time

From the drop-down list select the Hour, Minute, and Seconds at which the report should stop.

Output Report

There are three ways to output the report.

- **Display Report** (default) - Will display on the Workstation monitor.
- **Print Report** - Will be sent to the report printer.
- **Output To File** - Will save the report into the file name specified in the **Output File Name** field. This saves the report results in a file for later use outside of TOPAZ.

Select one of the above output options by clicking on the white dot to the right of the selection. This will place a black dot inside the white one activating the selection.

Output File Name

If you selected **Output to File**, enter the name of the file to contain the report information. The **Output File Name** can have up to 64 characters. For example, you can type in "Myreport" and the report will be saved into the file named Myreport in the directory where TOPAZ was installed. You may enter a path with the file name, for example, "c:\reports\Myreport". The format of the report files is always plain text and can be opened in Notepad.

Run Report


To send the report to the destination you specified above (display, printer, or file), click the

 **Run Report**

button in the bottom right corner of the browser window.

A message **Report Completed** will display, with the number of records printed. Click **OK** to continue.

Cancel Report

To stop the report or when you have finished viewing the report on the monitor, click the  **Cancel Report** button. This will cancel the operation and return to the report screen. If no report is displaying and you click on the **Cancel Report** button, it will return to the Reports page.

Below is a sample of a displayed Recall User Actions report.

RECALL USER ACTION EVENTS		
EVENT # 72	OPERATOR EVENT	2004/02/11 Wed 13:19:55
OPERATOR ID:	WORKSTATION: 0001	
MENU: Logged On		
EVENT # 73	OPERATOR EVENT	2004/02/11 Wed 13:36:18
OPERATOR ID: master	WORKSTATION: 0001	
MENU: System shutdown		
EVENT # 78	OPERATOR EVENT	2004/02/11 Wed 14:07:12
OPERATOR ID:	WORKSTATION: 0001	
MENU: Logged On		
EVENT # 79	OPERATOR EVENT	2004/02/11 Wed 14:10:38
OPERATOR ID: Master	WORKSTATION: 0001	
MENU: Logged Off		
EVENT # 80	OPERATOR EVENT	2004/02/11 Wed 14:10:44
OPERATOR ID:	WORKSTATION: 0001	
MENU: Logged On		

Recall System Device Events Report


The **Recall System Device Events Report** recalls all system and device events that occurred during your selected period of time.

To navigate to the report, from the Main Reports page click the **Recall Events** tab button in the top navigation toolbar and then click the **Sys. Device** tab button. The following page will display.

Log File Disk Drive

Select the drive letter where the history log file is located. The default is the C: drive of your computer. If the report is being recalled from a removable drive, make sure the removable disk has been inserted.

Start Date


From the drop-down list select the Month, Day, and Year at which the report should start. A full calendar can be displayed by clicking on the  Calendar icon.

NOTE: If you wish to recall all events in the history log file, skip the Start and End Date and Time. They default to the first and last event in the log file.

Start Time

From the drop-down list select the Hour, Minute, and Seconds at which the report should start.

Stop Date

From the drop-down list select the Month, Day, and Year at which the report should stop. A full calendar can be displayed by clicking on the  Calendar icon.

Stop Time

From the drop-down list select the Hour, Minute, and Seconds at which the report should stop.

Output Report

There are three ways to output the report.

- **Display Report** (default) - Will display on the Workstation monitor.
- **Print Report** - Will be sent to the report printer.
- **Output To File** - Will save the report into the file name specified in the **Output File Name** field. This saves the report results in a file for later use outside of TOPAZ.

Select one of the above output options by clicking on the white dot to the right of the selection.

Output File Name

If you selected **Output to File**, enter the name of the file to contain the report information. The **Output File Name** can have up to 64 characters. For example, you can type in "Myreport" and the report will be saved into the file named Myreport in the directory where TOPAZ was installed. You may enter a path with the file name, for example, "c:\reports\Myreport". The format of the report files is always plain text and can be opened in Notepad.

Run Report

To send the report to the destination you specified above (display, printer, or file), click the

A blue rectangular button with the text "Run Report" in white.

Run Report button in the bottom right corner of the browser window.

A message **Report Completed** will display, with the number of records printed. Click **OK** to continue.

Cancel Report

To stop the report or when you have finished viewing the report on the monitor, click the **Cancel Report** button. This will cancel the operation and return to the report screen. If no report is displaying and you click on the **Cancel Report** button, it will return to the Reports page.

A blue rectangular button with the text "Cancel Report" in white.

Below is a sample of a displayed Recall System Device Events report.

RECALL SYSTEM/DEVICE EVENTS		
EVENT # 52	SYSTEM EVENT	2004/02/11 Wed 12:56:46
WORKSTATION 1 ROUTED TO WORKSTATION 1		
EVENT # 53	SYSTEM EVENT	2004/02/11 Wed 12:56:46
CG WORKSTATION 1 DOWNLOAD STARTED		
EVENT # 54	SYSTEM EVENT	2004/02/11 Wed 12:56:46
CG WORKSTATION 1 DOWNLOAD COMPLETED		
EVENT # 55	SYSTEM EVENT	2004/02/11 Wed 12:56:47
SYSTEM INITIALIZED		
EVENT # 56	SYSTEM EVENT	2004/02/11 Wed 12:58:21
WORKSTATION 1 ROUTED TO WORKSTATION 1		
EVENT # 57	SYSTEM EVENT	2004/02/11 Wed 12:58:22
CG WORKSTATION 1 DOWNLOAD STARTED		

Recall Other Events Report


The **Recall Other Events Report** will recall all events not covered in any of the other reports like, Acknowledgement, Commentary, Remote Control, Alarm Masking, Keypad Time Zone, Secure Area Monitor, Redundant System, Ack Timeout, System Error, etc.

To navigate to the report, from within any Reports page click the **Recall Events** tab button in the top navigation bar and then click the **Other Events** tab button. The following page will display.

Log File Disk Drive

Select the drive letter where the history log file is located. The default is the C: drive of your computer. If the report is being recalled from a removable drive, make sure the removable disk has been inserted.

Start Date


From the drop-down list select the Month, Day, and Year at which the report should start. A full calendar can be displayed by clicking on the  Calendar icon.

NOTE: If you wish to recall all events in the history log file, skip the Start and End Date and Time. They default to the first and last event in the log file.

Start Time

From the drop-down list select the Hour, Minute, and Seconds at which the report should start.

Stop Date

From the drop-down list select the Month, Day, and Year at which the report should stop. A full calendar can be displayed by clicking on the  Calendar icon.

Stop Time

From the drop-down list select the Hour, Minute, and Seconds at which the report should stop.

Other Event Type

- **Acknowledge** - Recalls the workstation the event number was acknowledged from, password used, time and date acknowledged.
- **Commentary** - Recalls the workstation the event was acknowledged from, commentary entered by the operator, time and date the commentary was entered.
- **System Error** - Recalls system errors that occurred, time and date of occurrence.

Output Report

There are three ways to output the report.

- **Display Report** (default) - Will display on the Workstation monitor.
- **Print Report** - Will be sent to the report printer.
- **Output To File** - Will save the report into the file name specified in the **Output File Name** field. This saves the report results in a file for later use outside of TOPAZ.

Select one of the above output options by clicking on the white dot to the right of the selection. This will place a black dot inside the white one activating the selection.

Output File Name

If you selected **Output to File**, enter the name of the file to contain the report information. The **Output File Name** can have up to 64 characters. For example, you can type in "Myreport" and the report will be saved into the file named Myreport in the directory where TOPAZ was installed. You may enter a path with the file name, for example, "c:\reports\Myreport". The format of the report files is always plain text and can be opened in Notepad.

Run Report

To send the report to the destination you specified above (display, printer, or file), click the

A blue rectangular button with the text "Run Report" in white.

Run Report button in the bottom right corner of the browser window.

A message **Report Completed** will display, with the number of records printed. Click **OK** to continue.

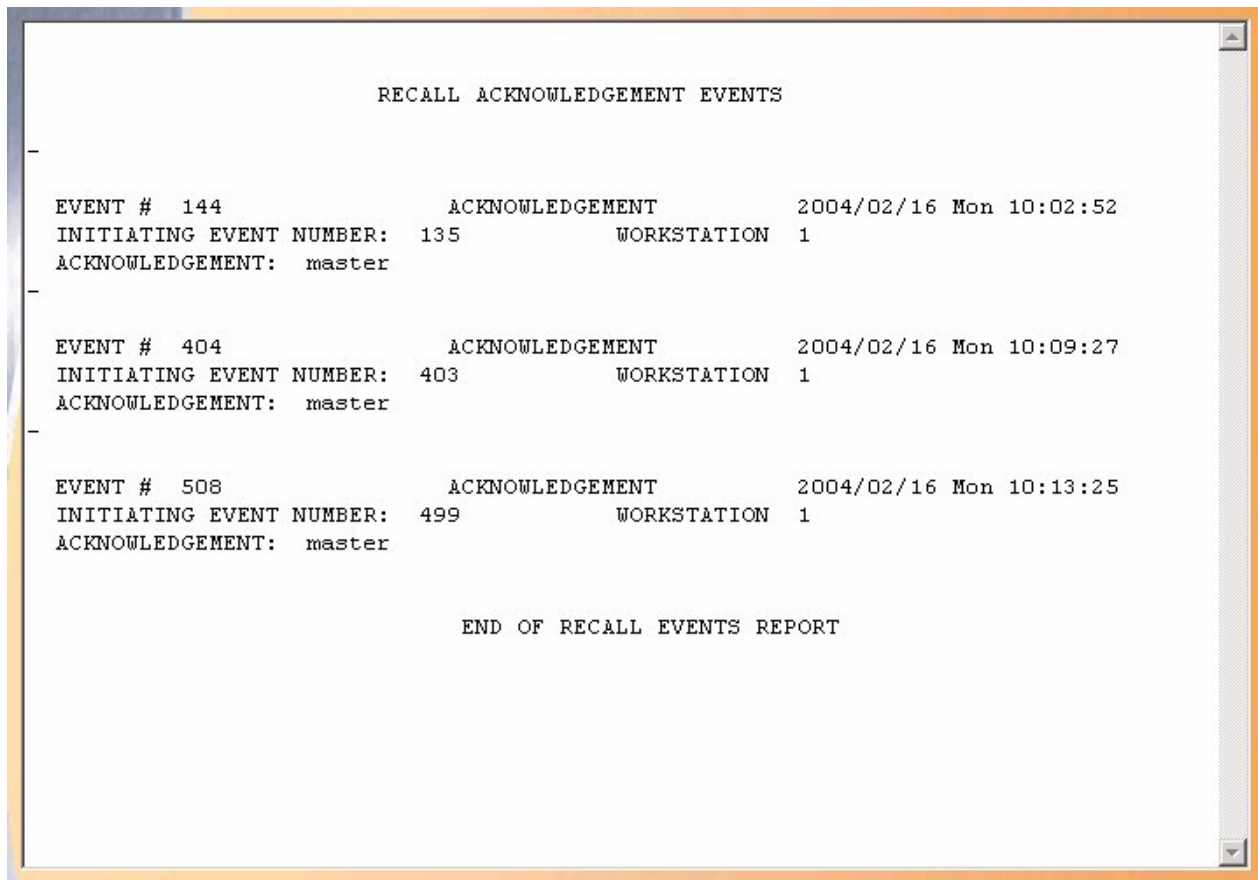
Cancel Report

To stop the report or when you have finished viewing the report on the monitor, click the

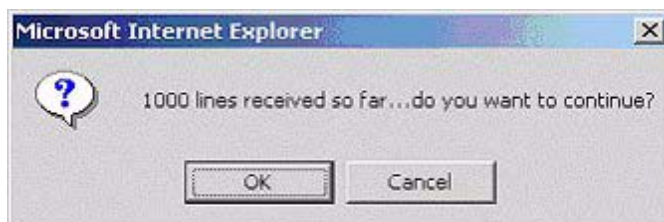
A blue rectangular button with the text "Cancel Report" in white.

Cancel Report button. This will cancel the operation and return to the report screen. If no report is displaying and you click on the **Cancel Report** button, it will return to the Reports page.

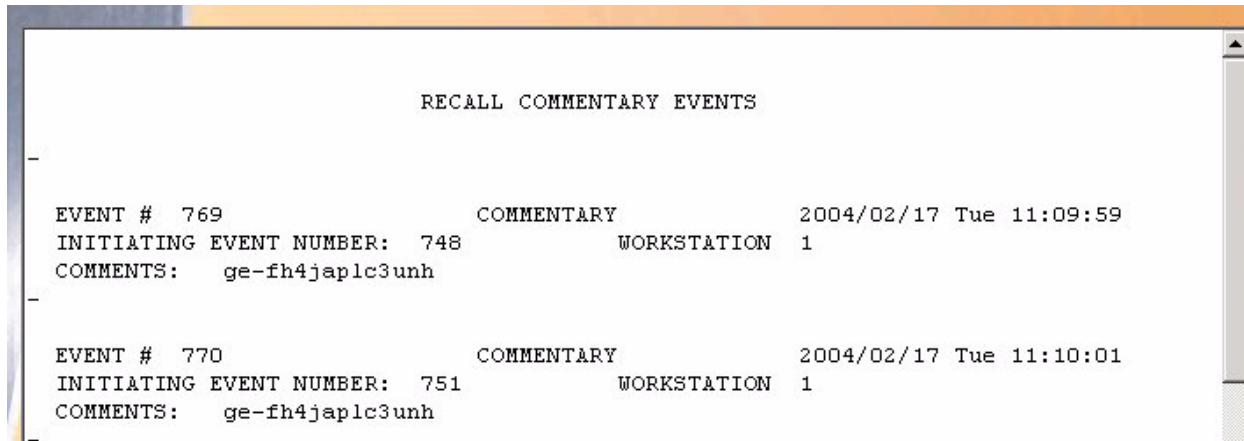
Below is a sample of a displayed **Acknowledged** events report.



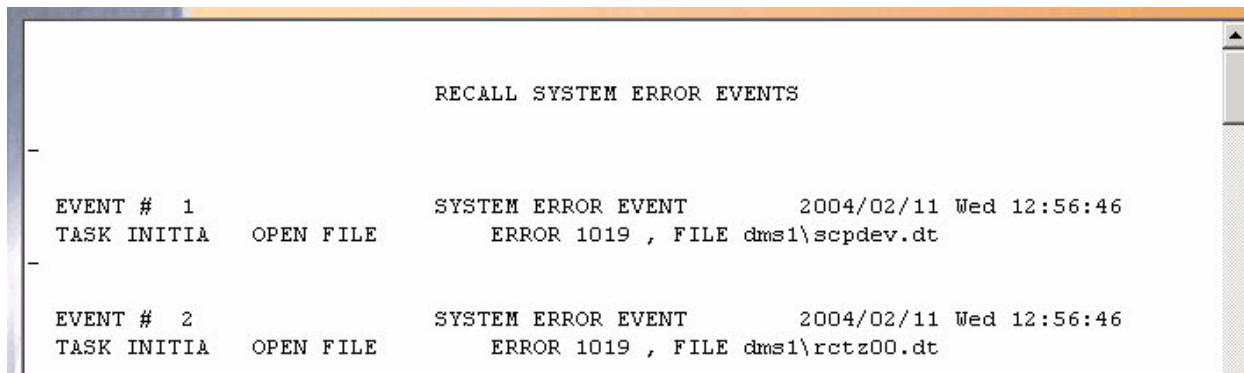
If the report recalls more than 1000 events, the message below will be displayed allowing you the opportunity to cancel the search for additional events.



Below is a sample of a displayed **Commentary** events report.



Below is a sample of a displayed **System Error** events report.



Below is a list of the types of event that will be recalled from the Other Events Report if **All** is selected.

Acknowledgement	Ack Timeout
Commentary	System Error
Remote Control	Local Time Command
Alarm Masking	Routed Alarm
Secure Area Monitor	

Recall Access Events Report


The **Recall Access Events Report** will recall all access events for a selected time period and all security areas and all readers or a specific security area or reader.

To navigate to the **Recall Access Events Report** page from within the report pages click the **Recall Events** tab button in the top navigation bar and then click the **Access Events** tab button. The following page will display.

Log File Disk Drive

Select the drive letter where the history log file is located. The default is the C: drive of your computer. If the report is being recalled from a removable drive, make sure the removable disk has been inserted.

Start Date


From the drop-down list select the Month, Day, and Year at which the report should start. A full calendar can be displayed by clicking on the  Calendar icon.

NOTE: If you wish to recall all events in the history log file, skip the Start and End Date and Time. They default to the first and last event in the log file.

Start Time

From the drop-down list select the Hour, Minute, and Seconds at which the report should start.

Stop Date

From the drop-down list select the Month, Day, and Year at which the report should stop. A full calendar can be displayed by clicking on the  Calendar icon.

Stop Time

From the drop-down list select the Hour, Minute, and Seconds at which the report should stop.

Security Areas

From the drop-down list of pre-configured areas select the Security Area for which all Access Events are to be recalled. The default is all security areas. If a single security area is selected the readers option will not be available. Only one or all security areas can be recalled in a single report. If more than one security area is desired additional reports must be run for each area.

Readers

Select the Reader for which Access Events are to be recalled. The default is all readers. If a single reader is selected the security areas option will not be available. Only one or all readers can be recalled in a single report. If more than one reader is desired additional reports must be run for each reader.

Cardholders

- **All Cards** – When selected this option will recall all access events for all cards for the selected area(s)/reader(s).
- **Name** – When selected this option will allow you to select one cardholders name from a drop-down list to recall access events for.

The screenshot shows a form titled "Cardholders" with three radio button options: "All Cards", "Name", and "Number". The "Name" option is selected, indicated by a black dot. To the right of the "Name" option is a drop-down menu displaying "Aberdeen, Schuyler R".

- **Number** - When selected this option will allow you to select one card number from a drop-down list to recall access events for.

The screenshot shows the same "Cardholders" form. In this instance, the "Number" option is selected, indicated by a black dot. To the right of the "Number" option is a drop-down menu displaying the card number "1234-5678-0000123456".

Output Report

There are three ways to output the report.

- **Display Report** (default) - Will display on the Workstation monitor.
- **Print Report** - Will be sent to the report printer.
- **Output To File** - Will save the report into the file name specified in the **Output File Name** field. This saves the report results in a file for later use outside of TOPAZ.

Select one of the above output options by clicking on the white dot to the right of the selection. This will place a black dot inside the white one activating the selection.

Output File Name

If you selected **Output to File**, enter the name of the file to contain the report information. The **Output File Name** can have up to 64 characters. For example, you can type in "Myreport" and the report will be saved into the file named Myreport in the directory where TOPAZ was installed. You may enter a path with the file

name, for example, "c:\reports\Myreport". The format of the report files is always plain text and can be opened in Notepad.

Run Report

To send the report to the destination you specified above (display, printer, or file), click the

Run Report

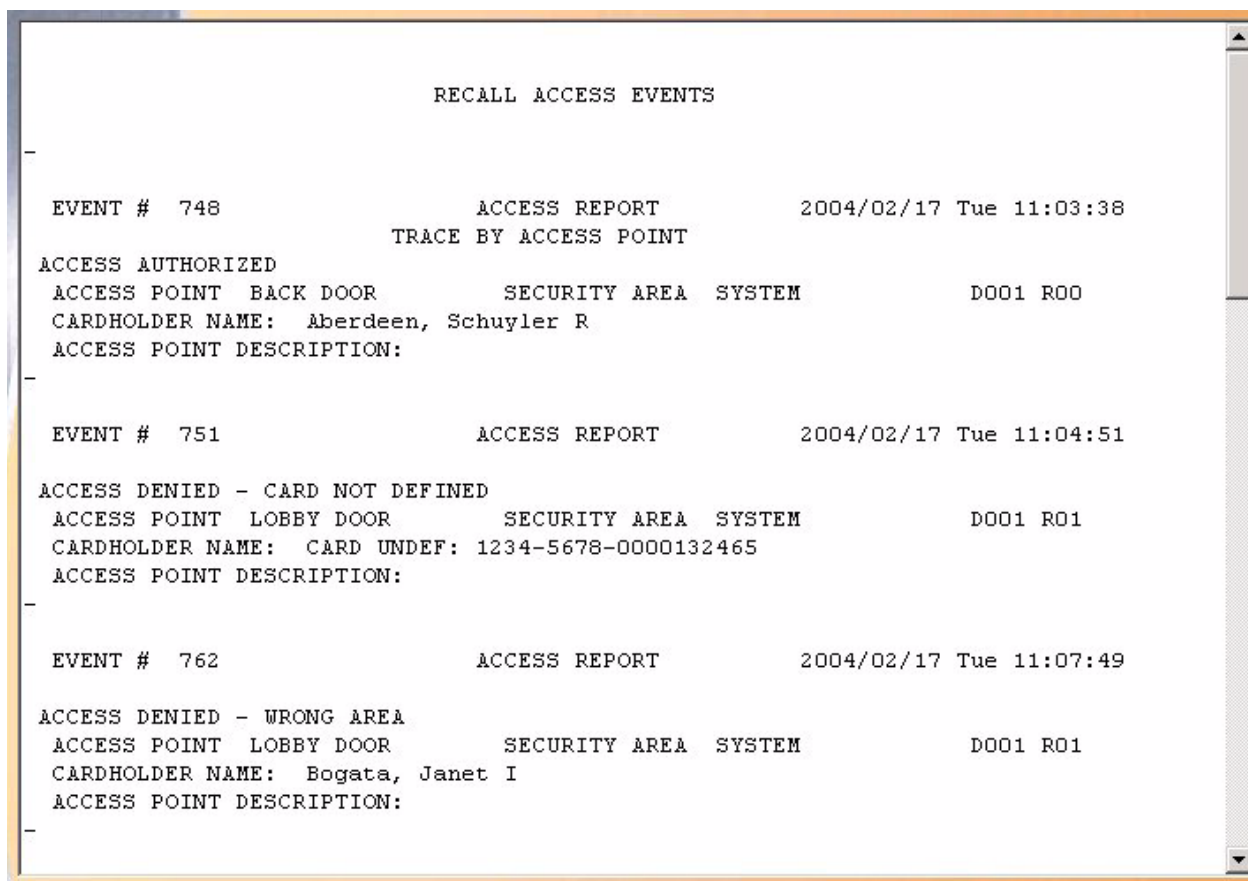
Run Report button in the bottom right corner of the browser window.

A message **Report Completed** will display, with the number of records printed. Click **OK** to continue.

Cancel Report

To stop the report or when you have finished viewing the report on the monitor, click the **Cancel Report** button. This will cancel the operation and return to the report screen. If no report is displaying and you click on the **Cancel Report** button, it will return to the Reports page.

Below is a sample of a displayed Recall Access Events report.



Recall Alarm Events Report


The **Recall Alarm Events Report** will recall all alarm events for a selected time period for all security areas and all alarm points or a specific security area or alarm point.

To navigate to the **Recall Alarm Events Report** from within Report pages click the **Recall Events** tab button in the top navigation bar and then click the **Alarm Event** tab button. The following page will display.

Log File Disk Drive

Select the drive letter where the history log file is located. The default is the C: drive of your computer. If the report is being recalled from a removable drive, make sure the removable disk has been inserted.

Start Date


From the drop-down list select the Month, Day, and Year at which the report should start. A full calendar can be displayed by clicking on the  Calendar icon.

NOTE: If you wish to recall all events in the history log file, skip the Start and End Date and Time. They default to the first and last event in the log file.

Start Time

From the drop-down list select the Hour, Minute, and Seconds at which the report should start.

Stop Date

From the drop-down list select the Month, Day, and Year at which the report should stop. A full calendar can be displayed by clicking on the  Calendar icon.

Stop Time

From the drop-down list select the Hour, Minute, and Seconds at which the report should stop.

Security Areas

Select the **Security Area** for All Alarm Events are to be recalled. The default is all security areas. If a single security area is selected the alarm points option will not be selectable. Only one or all security areas can be recalled in a single report. If more than one security area is desired additional reports must be run for each security area desired.

Alarm Points

Select the **Alarm Point** for which alarm events are to be recalled. The default is all alarm points. If a single alarm point is selected the security areas option will not be available. Only one or all alarm points can be recalled in a single report. If more than one alarm point is desired additional reports must be run for each alarm point.

Output Report

There are three ways to output the report.

- **Display Report** (default) - Will display on the Workstation monitor.
- **Print Report** - Will be sent to the report printer.
- **Output To File** - Will save the report into the file name specified in the **Output File Name** field. This saves the report results in a file for later use outside of TOPAZ.

Select one of the above output options by clicking on the white dot to the right of the selection. This will place a black dot inside the white one activating the selection.

Output File Name

If you selected **Output to File**, enter the name of the file to contain the report information. The **Output File Name** can have up to 64 characters. For example, you can type in "Myreport" and the report will be saved into the file named Myreport in the directory where TOPAZ was installed. You may enter a path with the file name, for example, "c:\reports\Myreport". The format of the report files is always plain text and can be opened in Notepad.

Run Report

To send the report to the destination you specified above (display, printer, or file), click the


A blue rectangular button with the text "Run Report" in white.

Run Report button in the bottom right corner of the browser window.

A message **Report Completed** will display, with the number of records printed. Click **OK** to continue.

Cancel Report

To stop the report or when you have finished viewing the report on the monitor, click the

A blue rectangular button with the text "Cancel Report" in white.

Cancel Report button. This will cancel the operation and return to the report screen. If no report is displaying and you click on the **Cancel Report** button, it will return to the Reports page.

Below is a sample of a displayed report for Recall Alarm Events.

RECALL ALARM EVENTS			
-			
EVENT # 825	ALARM REPORT	2004/02/17 Tue 11:22:19	
NEW Forced Open ALARM			
ALARM POINT BACK DOOR-FO	SECURITY AREA SYSTEM	D0001 2064	
-			
EVENT # 828	ALARM REPORT	2004/02/17 Tue 11:22:57	
NEW Held Open ALARM			
ALARM POINT LOBBY DOOR-HO	SECURITY AREA SYSTEM	D0001 2069	
-			
EVENT # 831	ALARM REPORT	2004/02/17 Tue 11:23:20	
NEW System Input ALARM			
ALARM POINT BACK DOOR-REX	SECURITY AREA SYSTEM	D0001 2017	
-			
EVENT # 833	ALARM REPORT	2004/02/17 Tue 11:23:26	
NEW System Input ALARM			
ALARM POINT LOBBY DOOR-REX	SECURITY AREA SYSTEM	D0001 2021	
-			

Alarm History Reports Page

The **Alarm History Report** recalls summarized history reports of alarms and troubles that have occurred during a specified period of time by alarm point or security area. The report will calculate the following for any alarm in the report:

- **Frequency** - The number of times the alarm occurred in the time period selected.
- **Total Duration** - The length of time the alarm point was in alarm for each occurrence and then the sum total of all those occurrences.
- **Longest Duration** - The longest time for any single occurrence when the point was in an alarm condition.


To navigate to **Alarm History Reports** click the **Reports** button located in the left browser window or the corresponding  button. Then click the **Alarm Hist.** tab button at the top of the browser. The following page will display.



Log File Disk Drive

Select the drive letter where the history log file is located. The default is the C: drive of your computer. If the report is being recalled from a removable drive, make sure the removable disk has been inserted.

Start Date


From the drop-down list select the Month, Day, and Year at which the report should start. A full calendar can be displayed by clicking on the  Calendar icon.

NOTE: If you wish to recall all events in the history log file, skip the Start and End Date and Time. They default to the first and last event in the log file.

Start Time

From the drop-down list select the Hour, Minute, and Seconds at which the report should start.

Stop Date

From the drop-down list select the Month, Day, and Year at which the report should stop. A full calendar can be displayed by clicking on the  Calendar icon.

Stop Time

From the drop-down list select the Hour, Minute, and Seconds at which the report should stop.

Security Areas

Select the Security Area for Alarm History to be recalled for. The default is all security areas with all alarm points. If a single security area is selected the alarm points option will not be selectable. Only one or all security areas can be recalled in a single report. If more than one security area is desired additional reports must be run for each security area.

Alarm Points

Select the Alarm Point for which the Alarm History is to be recalled. The default is all alarm points. If a single alarm point is selected the security areas option will not be available. Only one or all Alarm Points can be recalled in a single report. If more than one alarm point is desired additional reports must be run for each alarm point.

Output Report

There are three ways to output the report.

- **Display Report** (default) - Will display on the Workstation monitor.
- **Print Report** - Will be sent to the report printer.
- **Output To File** - Will save the report into the file name specified in the **Output File Name** field. This saves the report results in a file for later use outside of TOPAZ.

Select one of the above output options by clicking on the white dot to the right of the selection. This will place a black dot inside the white one activating the selection.

Output File Name

If you selected **Output to File**, enter the name of the file to contain the report information. The **Output File Name** can have up to 64 characters. For example, you can type in "Myreport" and the report will be saved into the file named Myreport in the directory where TOPAZ was installed. You may enter a path with the file name, for example, "c:\reports\Myreport". The format of the report files is always plain text and can be opened in Notepad.

Run Report


To send the report to the destination you specified above (display, printer, or file), click the

 **Run Report**

button in the bottom right corner of the browser window.

A message **Report Completed** will display, with the number of records printed. Click **OK** to continue.

Cancel Report

To stop the report or when you have finished viewing the report on the monitor, click the  **Cancel Report** button. This will cancel the operation and return to the report screen. If no report is displaying and you click on the **Cancel Report** button, it will return to the Reports page.

Below is a sample of a displayed Alarm History Report.

ALARM HISTORY SUMMARIZED BY ALARM POINTS						
START DATE/TIME: [04/02/11 12:56:46]			END DATE/TIME: [04/02/17 13:47:59]			
ALARM POINT	TYPE	FREQ	TOTAL DURATION (HH:MM:SS)	<-----LONGEST-----> DURATION (HH:MM:SS)	START TIME (YY/MM/DD HH:MM:SS)	FLAGS
ACU 1-LOW BATT	ALM	0	0:00:00	0:00:00		
ACU 1-LOW BATT	TRB	0	0:00:00	0:00:00		
ACU 1-POWER	ALM	0	0:00:00	0:00:00		
ACU 1-POWER	TRB	0	0:00:00	0:00:00		
ACU 1-TAMPER	ALM	0	0:00:00	0:00:00		
ACU 1-TAMPER	TRB	0	0:00:00	0:00:00		
BACK DOOR-DC	ALM	0	0:00:00	0:00:00		
BACK DOOR-DC	TRB	0	0:00:00	0:00:00		
BACK DOOR-FO	ALM	1	2:25:40	2:25:40	04/02/17 11:22:19	<
BACK DOOR-FO	TRB	0	0:00:00	0:00:00		
BACK DOOR-HO	ALM	0	0:00:00	0:00:00		
BACK DOOR-HO	TRB	0	0:00:00	0:00:00		
BACK DOOR-OL	ALM	0	0:00:00	0:00:00		
BACK DOOR-OL	TRB	0	0:00:00	0:00:00		
BACK DOOR-REX	ALM	1	2:24:39	2:24:39	04/02/17 11:23:20	<
BACK DOOR-REX	TRB	0	0:00:00	0:00:00		
BACK DOOR-RT	ALM	0	0:00:00	0:00:00		
BACK DOOR-RT	TRB	0	0:00:00	0:00:00		
LOBBY DOOR-DC	ALM	0	0:00:00	0:00:00		
LOBBY DOOR-DC	TRB	0	0:00:00	0:00:00		
LOBBY DOOR-FO	ALM	1	2:24:18	2:24:18	04/02/17 11:23:41	<
LOBBY DOOR-FO	TRB	0	0:00:00	0:00:00		
LOBBY DOOR-HO	ALM	1	2:25:02	2:25:02	04/02/17 11:22:57	<

Fields in the Report

The table below describes all the fields (report columns and line entries) that can be included in an Alarm History report. Whether or not the field is included is a function of the type of report and the report options specified.

Report Item	Description								
Start Date/Time	Beginning date/time for the reporting period you are requesting.								
End Date/Time	Ending date/time of reporting period.								
TYPE	<p>Depending on the level of the report, this report column identifies a report line entry as either CAT (Category) or TRB (Trouble):</p> <p>C no. (category number) There can be multiple category or trouble number report lines per reporting item, but report lines are generated only if there is data to report for the report line entry.</p> <p>or T no. (trouble number)</p> <p>ALM (Alarm) or TRB (Trouble) These two entries are always paired and there is always one pair of report line entries per reporting item. One of the pair of lines will have time reported under "Duration" and the other will have time reported as all zeroes. The line with time reported as non-zero indicates whether the alarm point had an Alarm or Trouble event.</p>								
FREQ	Reports the number of times the alarm or trouble occurred during the reporting period.								
TOTAL DURATION	Reports the total accumulated time that the alarm point(s) were active, or trouble(s) were reported during the reporting period.								
LONGEST DETAIL	<p>The following information is included in all reports for the alarm or trouble with the longest duration</p> <p>DURATION How long the longest alarm or trouble lasted.</p> <p>START TIME The time at which the alarm or trouble originated. Additional identifying information (for example, monitor point and category or trouble number will appear in system reports as appropriate).</p> <p>FLAGS Flags are used to identify report line entries that are not contained within the reporting period as follows:</p> <table> <tr> <td>Flag</td><td>Meaning</td></tr> <tr> <td>></td><td>A reported event started earlier than the reporting period.</td></tr> <tr> <td><</td><td>A reported event ended after the reporting period.</td></tr> <tr> <td>*</td><td>A negative time. The system clock has been reset while a reported event occurred so that it appears to end before it begins. (This can happen as a result of a reboot following a system crash or as a result of resetting a clock for changes between daylight savings and standard time.)</td></tr> </table> <p>Since more than one alarm or trouble is reported per report line, more than one type of flag can occur per report line. However, each type of flag will occur only once per report line.</p>	Flag	Meaning	>	A reported event started earlier than the reporting period.	<	A reported event ended after the reporting period.	*	A negative time. The system clock has been reset while a reported event occurred so that it appears to end before it begins. (This can happen as a result of a reboot following a system crash or as a result of resetting a clock for changes between daylight savings and standard time.)
Flag	Meaning								
>	A reported event started earlier than the reporting period.								
<	A reported event ended after the reporting period.								
*	A negative time. The system clock has been reset while a reported event occurred so that it appears to end before it begins. (This can happen as a result of a reboot following a system crash or as a result of resetting a clock for changes between daylight savings and standard time.)								

Employee Reports Page

The **Employee Report** can provide a wide range of information regarding any employee in the system. You can set up different options depending upon what type of report is needed.

To navigate to the **Employee Report** page, from any page within the **Reports** pages click on the **Employee Reports** tab button at the top of the window. The following page will display.

Follow the procedure below to set up a report for recall.

Available Templates

You can select an already configured report from the list. To create a new report, type in a new name in the Template Name field.

Template Name

Enter a **Template Name** of your choice to save the report template under. A template can be used in the future without having to redesign all the fields on the report. The name can be up to eight (8) characters, not including punctuation.

Sort By

Select how the report is to sort the data. There are four options listed below to sort the report by. Only one of the four options can be selected for the current report.


- **Card Number** - Employees will be reported in order of Card Numbers.
- **Employee Name** - Employees will be reported in order of Employee Name.
- **Employee Number** - Employees will be reported in order of Employee Number.
- **Card Serial Number** - Cardholder will be reported in order of Card Serial Numbers.

The field selected to **Sort By** will appear in the first column of the report. You do not have to select that field under **Selected Fields**.

Header Title


Enter the title as you wish it to appear on the header of the report.

Available Fields

Select which fields you wish to appear on the report, **in the order** you wish them to appear from left to right, by selecting a field and clicking on the  right arrow. This will move that field name to the Selected Fields on the right.

NOTE: Do not select the same field you are sorting by. If you do, this will duplicate that field on the report. The field you sort on will be the first field on the report.

Selected Fields

If you wish to remove a field from the **Selected Fields**, select it by clicking on it, and then click on the  left arrow. This will move that field name to the Available Fields on the left.

Filter By

The **Filter By**, **Condition**, and **Value** fields enable you to specify criteria to select certain records in the Employee database. You may select up to two filters for a report. Select a field from the left-side **Filter By** drop-down list, for example, ACTDATE (the employee's card activation date).

Condition

If you use a data field for **Filter By** you can apply a condition to the information in that data field. Using the previous example, you might choose "*Greater than or equal to*".

Value

You can specify a value for the data field in **Filter By**. Using the previous example, you might choose "19991001" as the first of October 1999. Date format must be (YYYYMMDD).




The above filtering will produce a report listing all employees who have a card activation date of Oct. 1, 1999 or later. You can also specify a second filter, such as Filter By "ACTDATE", Condition "Less than", and Value "19991101". The combination of both filters will list on the report only employees whose cards were activated in the month of October of 1999.

NOTES:


1. When filtering by **Security Area**, use "Greater than or equal to" for the condition and the number "2" for the value. This will recall all cardholders authorized for the area in the filter by field. Access to an area is controlled by assigning a Time Schedule number (0-126) to the Security Area Name in the cardholder's record. The numbers 0 & 1 deny access, so any number, 2 or greater, will indicate that the employee is allowed access to the selected security area.
2. When filtering by an **Access Group**, select the name of the Access Group from the drop-down list in the **Filter By** field. Use "Equal" for the condition and leave the value field blank. This will recall all cardholders authorized for the group in the filter by field. When "Not Equal to" is selected for the condition, this will recall all cardholders who are NOT authorized for the group in the filter by field.
3. If the value entered into the Value field is not the correct format for the data in the **Filter By** field, you will get a "File Not Found" error message when saving the report.

Save/Add

To save a report you have modified or a new report, press the  **Save/Add** button.

NOTE: You must press the  **Save/Add** button for a newly created report to be saved as a Template in order to run the report. If you do not save it and you press the  **Run Report** button, you will get a report with no records shown, and when you press the  **Cancel Report** button, your changes will be lost and the report window will close. Your changes will be erased from the screen.

Delete

To delete a report template, select the Template Name and press the  **Delete** button. The message **Are you sure you want to delete this record?** will display. Click **OK**. This will delete that report template from your computer.

Clear

To clear the fields you have entered on this screen, press the  **Clear** button.

Photos per Page

You can select up to 24 photos to be printed on one page on a printer. This option only applies if **Print Photos** is selected.

Output Report

There are four ways to output the report.

- **Print Photos** – Will print the selected employees on the Photo Badging printer that is selected in “Hardware – Workstation”. No report will display on the screen. The printed photos will print along with the Card Number and Card Name.
- **Display Report** (default) - Will display on the Workstation monitor.
- **Print Report** - Will be sent to the report printer.
- **Output To File** - Will save the report into the file name specified in the **Output File Name** field. This saves the report results in a file for later use outside of TOPAZ.


Select one of the above output options by clicking on the white dot to the right of the selection. This will place a black dot inside the white one activating the selection.

Output File Name

If you selected **Output to File**, enter the name of the file to contain the report information. The **Output File Name** can have up to 64 characters. For example, you can type in "Myreport" and the report will be saved into the file named Myreport in the directory where TOPAZ was installed. You may enter a path with the file name, for example, "c:\reports\Myreport". The format of the report files is always plain text and can be opened in Notepad.

Run Report

To send the report to the destination you specified above (display, printer, or file), click the

 **Run Report** button in the bottom right corner of the browser window.

A message Report Completed will display, with the number of records printed. Click OK to continue.

Cancel Report

To stop the report or when you have finished viewing the report on the monitor, click the **Cancel Report** button. This will cancel the operation and return to the report screen. If no report is displaying and you click on the **Cancel** button, it will return to the Reports page.

Employee Printout

If the report does not find any matches for the options that have been entered, the screen will return the following message.



The following is part of an example of an Employee Report, sorted by Employee Name, with fields Card number, Activation Date, Status, and Access Group 1:

2004/02/17 Tue 14:00:34		Emergency Contacts		PAGE 1	
CARD#	ACCOUNTING	EMERNAME	EMERTELE		
RELATION					
1234-5678-0000123456	2	John Aberdeen	555-1212	Father	
1234-5678-0000564231	0	David Lester	515-6543	Partner	
1234-5678-0000645312	2	Recardo Bogata	555-6543	Husband	
1234-5678-0000654321	2	Linda Jackson	555-9865	Wife	
TOTAL RECORDS 4					

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Chapter 7

Setup Button

Setup Button Page

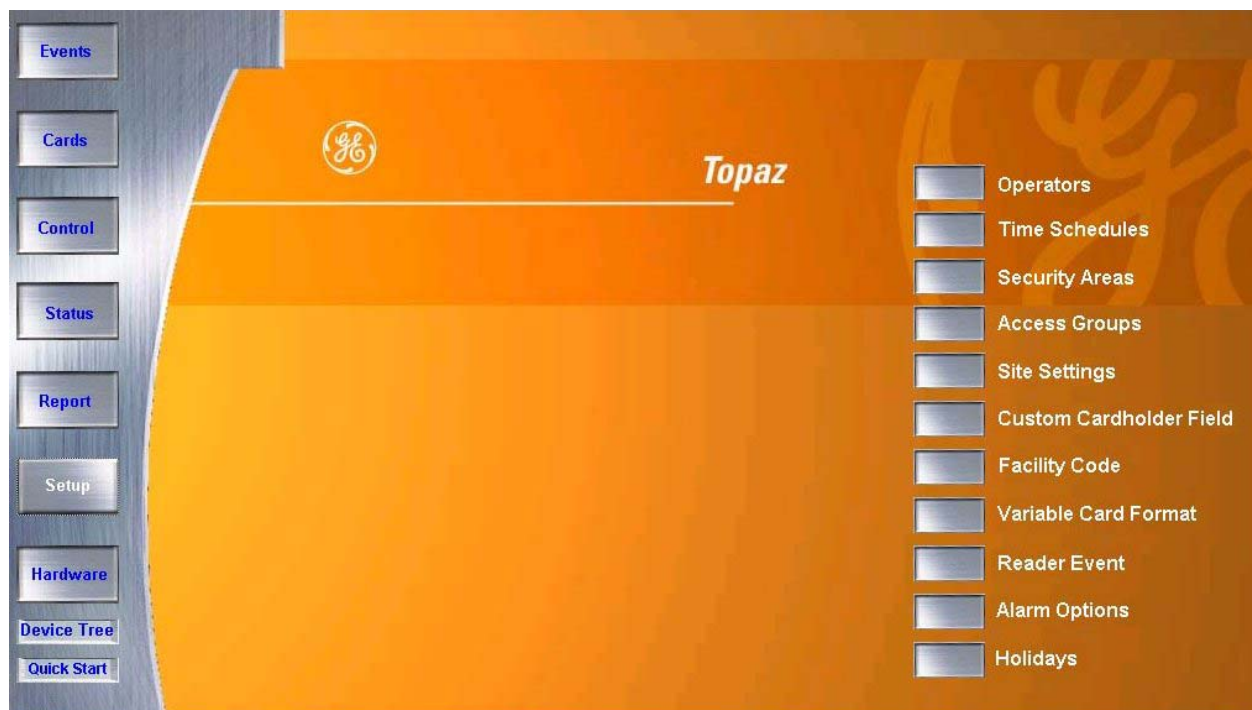
The **Setup** pages allow you to setup and configure the TOPAZ System software. The following configurations are available:

- Operators
- Time Schedules
- Security Areas
- Access Groups
- Site Settings
- Custom Cardholder Fields
- Facility Codes
- Variable Card Format
- Reader Event
- Alarm Options
- Holidays

To navigate to the **Setup** pages, click the



Setup button in the left frame of the browser window to see the following:



To navigate to one of the Setup pages click on the  button next to the desired page. Each of the Setup pages is covered in detail on the following pages.

Operators Setup Page


The **Operators Setup** page allows you to configure up to 256 operators and assign them 47 different functions.



- Add Operators
- Modify Operators
- Delete Operators


To navigate to the **Operators Setup** page, from any Setup page click the **Operators** tab button at the top of the page. The following page will display.

Add Operators


1. Start by clicking the **Clear** button.
2. **Operator Name** - Enter the Operator Name (name or nickname) of up to 8 alphanumeric characters. The name is not case sensitive. You may not duplicate an Operator Name.
3. **Password** - Enter the operator's Password of up to 6 alphanumeric characters. In place of the characters typed for the password "*" will be displayed.
4. **Operator Type** – Select an Operator Type to assign to the Operator Name and Password by clicking on the Type Name from the drop-down list of operator types.

NOTE: If you need to setup an **Operator Type** click on the  link arrow. This will open an additional window with the Operator Type page to allow you to setup additional types. When setup has been completed close the window by clicking the **Save** button and continue working in Operator Setup page.

5. **Show QuickStart at Login** – Click to place a ☒ check mark in the field to show the  **QuickStart** screens when this operator logs onto the TOPAZ system.
6. Once all the entries have been made to the Operators Setup page, click the  **Save** button.
7. A message **Operation Complete** will display.

NOTE: At anytime the  **Clear** button can be clicked to reset all fields back to factory defaults.

Modify Operators

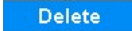
1. Under System Operators, click on and highlight the name of the operator that you wish to modify.
2. Next, make any desired changes, then click the  **Save** button.
3. A message **Operation Complete** will display.

Delete Operators



Caution:

Use caution when deleting passwords. Make sure you do not delete the last password that allows access to setup operators. This could prevent you from accessing vital features of the software.

1. Under **System Operators**, click on and highlight the name of the operator you wish to delete.
2. After verifying that the correct operator to delete is selected, click the  **Delete** button.
3. A message **Are you sure you want to delete this record?** will display. Click **OK** to continue.
4. A message **Operation Complete** will display.

Operator Type Page

The **Operator Type** page allows you to configure, add, and assign 47 different functions to 64 different types of operators.

- Add Operator Types
- Modify Operator Types
- Delete Operator Types

To navigate to the **Operator Type** page, from any Setup page click the **Operators** tab button at the top of the window and then the **Op. Type** tab button. The following page will display.

Add Operator Type

Start by clicking the **Clear** button.

Operator Type Name

Enter the **Operator Type Name** of up to 16 alphanumeric characters.

Operator Types

This is a list of Operator Types that has already been configured. To select a configured operator type from the list scroll through the list to locate the operator type you wish to use. Click on the Operator Type Name to select. The list of **Restricted** functions for the operator type selected will appear.

You may modify the list and save it as a new operator type by typing a new Operator Type Name in to the field and click the save button. See below for detailed information on how to modify and save the list.

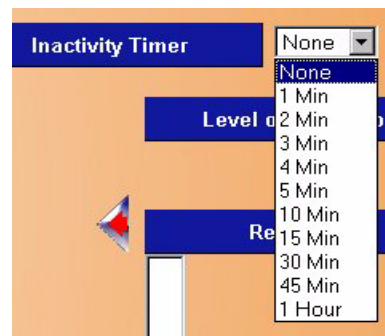
Inactivity Timer

The Inactivity Time tracks keyboard activity in order to log off the operator.

When an operator logs on to the system, the timer (if set to a time rather than NONE) begins counting. Each time the operator uses the keyboard or mouse the timer resets.

If the timer counts up to the time set in the Inactivity Timer field, the current operator is logged off the system.


The Inactivity Timer is selectable for each **Operator Type** independently. The default is None.



Allowed

The **Allowed** field is the list of all 47 functions that can be assigned to the Operator Type (when the Save button is clicked). For a new Operator Type, by default, all the functions are listed under **Allowed**.


If you want to restrict an Operator Type to have limited use of a function:

1. Select the function under **Allowed** by clicking on it. If you want to select more than one function at a time, you can use these shortcuts:
 - **Shift-Click** – If you click on one function and move the cursor to another function, and then hold the SHIFT key down and click, you can select ALL functions from the first to the second.
 - **CTRL-Click** – If you hold the CTRL key down and click on one function, you can select or unselect it.
2. Click on the  **Right Arrow** to move that function to the **Restricted** list.
3. Then change its Level of Restrictions as described below.

For a list of operator functions, see “Appendix C - Operator Type Functions” on page C-1.

Restricted

If you want to remove the restrictions from a function, to make that function fully allowed:

1. Select the function under **Restricted** by clicking on it. If you want to select more than one function at a time, you can use these shortcuts described above.
2. Click on the  **Left Arrow** to move that function to the **Allowed** list.

Level of Restriction

If one or more functions are listed under **Restricted**, the **Level of Restriction** field will display. There are two choices for level of Restriction: No Access (the default) or Display Only.

To change the Level of Restriction, click on the function to be modified on the Restricted list. The current Level of Restriction for the function will appear in the **Level of Restriction** field. Click on the down arrow to see the choices, as shown below, and click on the level you want for the function(s).




No Access – That Operator Type cannot access or view any information on that function screen. The default restriction for a new Operator Type is "No Access".


Display Only – That Operator Type can view the information on that function screen but cannot add, modify, or delete any of the information.

You can set the same **Level of Restriction** for many functions at the same time, by selecting the functions and then selecting a **Level of Restriction** to be applied to all the selected functions. You can select more than one function with SHIFT-Click or CTRL-Click as described above.


You can set a different **Level of Restriction** for each function. For example, you can set "Display Only" for the "Cardholder database functions", and set "No Access" for the "Control Anti-Passback" function.

Save/Add


Once all the entries have been made to the Operator Type page click the  **Save/Add** button. A message **Operation Complete** will display.

NOTE: At anytime the  **Clear** button can be clicked to clear the **Operator Type Name** field and reset all Functions back to the **Allowed** list.

Modify Operator Type

1. Click on the name for the **Operator Type** in the list that you wish to modify. A list of operator functions is listed under **Allowed**. The **Restricted** list on the right shows any restricted functions set for that Operator Type.
2. You can move functions to the **Allowed** or **Restricted** lists and set a new **Level of Restriction**.
3. Then click on the  **Save/Add** button.

Delete Operator Type

1. Click on the name for the Operator Type in the list that you wish to delete so that it is highlighted. The **Operator Type Name** will display.
2. Click on the  **Delete** button.
3. A message **Are you sure you want to delete this record?** will display. Click **OK** to continue.
4. A message **Operation Complete** will display.

Time Schedule Page

The **Time Schedule** page allows you to configure time frames to link to functions within TOPAZ. For example, you can configure a Time Schedule to automatically lock, and unlock doors, mask alarms during business hours, or to turn on the parking lot lights.

- Add Time Schedule
- Modify Time Schedule
- Delete Time Schedule

To navigate to the **Time Schedule** page, from any Setup page click the **Time Schedule** tab button at the top of the page, or from the main Setup page click the **Time Schedules** button on the right side of the page. The following page will display.

Schedule Name	Start Time		Stop Time		Active on Days							Holiday	
	Hour	Min.	Hour	Min.	Sun	Mon	Tue	Wed	Thu	Fri	Sat	1	2
	0	00	0	00									
	0	00	0	00									
	0	00	0	00									
	0	00	0	00									
	0	00	0	00									
	0	00	0	00									
	0	00	0	00									
	0	00	0	00									
	0	00	0	00									

Add New Time Schedule

1. Enter up to 16 alphanumeric characters for the **Schedule Name**. For example, "07:00-16:00 M-F" (Military time, meaning that the time schedule covers from 7am to 4pm Monday through Friday) or "Work Hrs". Military time is sometimes referred to as a 24 hour clock shown in the chart below. For example, 11:50pm would be 23:50.


AM	24 Hour	PM	24 Hour
1am	1:00 Hrs.	1pm	13:00 Hrs.
2am	2:00 Hrs.	2pm	14:00 Hrs.
3am	3:00 Hrs.	3pm	15:00 Hrs.
4am	4:00 Hrs.	4pm	16:00 Hrs.
5am	5:00 Hrs.	5pm	17:00 Hrs.
6am	6:00 Hrs.	6pm	18:00 Hrs.
7am	7:00 Hrs.	7pm	19:00 Hrs.
8am	8:00 Hrs.	8pm	20:00 Hrs.
9am	9:00 Hrs.	9pm	21:00 Hrs.
10am	10:00 Hrs.	10pm	22:00 Hrs.
11am	11:00 Hrs.	11pm	23:00 Hrs.
Noon	12:00 Hrs.	Midnight	00:00 Hrs.

2. You can select a currently configured Time Schedule from the **Schedules** list. By clicking on a Time Schedule in the list you can see the start and stop time, days of the week, and holiday type for which it is set. You can also use this selection to pick an existing Time Schedule that is similar to one you want to add, then change its Schedule Name and other fields.
3. **Start Time** - Select the time frames that the schedule will cover, by clicking on the down arrow to the right of the first field selection (the hour). Then click on the number of the start hour from the drop-down list 1-23. Select the minutes (00-59) the same way.
4. **Stop Time** - Set the ending time for the schedule in the next two fields to the right of the stop time.
5. **Active on Days** - Select the days of the week that the schedule will be active for. Do this by clicking each box to add a check mark for each day of the week you want the schedule to be active.


NOTE: You may need to use more than one setting of Start Time, Stop Time, and Active on Days for shifts that occur over midnight or over time schedules. For example, if you are configuring the times for a shift that works from 10pm to 6am, you will have to set two time segments. The first should be for 10pm to midnight (22:00 - 23:59) Sunday through Thursday and the second one for midnight to 6am (00:00 - 06:00) Monday through Friday.

6. **Holiday 1 2** – Select if the schedule will be used on a holiday. Select Holiday 1 and/or 2.
7. If you need additional time segments in this schedule, you can define them in the additional rows below. For example, you may want the schedule to be active 07:00-16:00 (7am – 4pm) Monday - Friday and on Saturday from 10:00-15:00 (22:00 – 17:00). Do this in the second set of schedule parameters. A maximum of 8 time segments can be configured for one Time Schedule.

NOTE: A maximum of 127 Time Schedules may be configured on the TOPAZ System.

8. When all fields have been set correctly click the  **Save/Add** button.
9. A message **Operation Complete** will display.

Modify Time Schedule

1. Select the Time Schedule to be modified by clicking on the Schedule Name list. Once highlighted in the list you can see the times and days it is set for.
2. The name that was selected above under **Schedules** will display in this field. Make desired changes to the name, times and/or days of the week.
3. After making all the desired modifications to the Time Schedule click the  **Save/Add** button.
4. A message **Operation Complete** will display.

Security Area Page


The **Security Area** page allows you to do the following.

- Add Security Area
- Modify an Existing Security Area
- Delete Security Area

To navigate to the **Security Area** page, from any Setup page click the **Security Area** tab button at the top of the window, or from the main Setup page click the **Security Areas** button on the right side of the page. The following page will display.

Add New Security Area

1. Start by clicking the **Clear** Button. All fields will reset and allow adding of the new area. Enter all the field information as described below.
2. **Security Area Name:** Enter up to 12 alphanumeric characters for the name for the security area being configured. This is the name that will be assigned to devices that are associated with the area.
3. You can select a currently configured Security Area from the **Security Areas** list. You can also use this selection to pick an existing Security Area that is similar to one you want to add, then change its Security Area Name and other fields.
4. **Security Area Description:** Enter up to 80 alphanumeric characters for the description of the security area being configured.
5. **Dial-up Panel Name:** If the Security Area is associated with devices connected to an ACU panel that communicates through Dialup, then select the panel name from the drop-down list.

NOTE: If you need to setup a Dial-up Panel click on the  link arrow. This will open an additional window with the Dial-up Panel setup page to allow you to setup additional Dial-up Panels. When setup has been completed close the window by clicking the **Save** button and continue working in Security Area setups.

6. If the area is controlled by Anti-Passback, then select **APB Control in Area** by clicking the box to the right.
 - **Unchecked** – Default. This Security Area does not use Anti-Passback.
 - **Checked** - This Security Area responds to APB violations with an alarm event. If checked, you are presented with the choice for Timed Delay for Reentry (in minutes).
7. For more information on Anti-Passback, see “Appendix D – Anti-Passback” on page D-1.
8. For **Time Delay for Re-entry**, if Anti-Passback is being used in the security area, then you can select the delay in minutes before the cardholder will be allowed to access the area again after access has been granted. The minutes must be positive whole numbers, not decimals.

This is used to discourage passing a card back to another person to follow you into a security area with only one reader, such as a parking lot or turnstile. Once a card is used on an entry reader, any attempt to use the same card on any other entry reader assigned to the same area before that time expires will generate an APB violation alarm and access will be denied until the total time has expired.

There are two ways to reset the delay time for a given reader:

1. If the card is used at another reader outside that area.
2. If the time delay expires.

For more information on Anti-Passback, see “Appendix D – Anti-Passback” on page D-1.

9. **Keypad Masking Allowed** must be selected if you want the cardholder to be allowed to mask alarms. Masking means that alarms for that area are turned off.

Using Keypad Masking

In order for Keypad Masking to work, three conditions must all be set, in the following order:


1. Under **Setup – Security Areas**, click on the area name under Security Areas, to place the name under Security Area Name. Then select the check box next to Keypad Masking Allowed.
2. In order to mask any alarms, the cardholder must first be allowed access into that Security Area. Under **Cards – Access**, select the cardholder, then the area under Available Security Areas and move that area to the Selected Security Areas column.
3. The cardholder must have that Masking Security area selected. Under **Cards – Masking**, move the area from Available Masking Areas to Selected Masking Areas.
4. Click the Save button to save the changes.

To use the keypad to unsecure an area, the cardholder must enter the PIN + 20 to mask the alarm. For example, if his PIN is 1023, he enters 1043 to mask that security area. The alarms will be turned off and the door will unlock.

NOTE: No access will be granted until the alarms are masked.

If one cardholder unmask the alarms, anyone with access to that area can enter. The alarm will be off.

To secure the area, the cardholder must enter his PIN + 10 to unmask the alarm. For example, if his PIN is 1023, he enters 1033 to unmask that security area. The alarms will then be set (on).

10. If the Security Area will be using the Delayed Alarm Reporting and Masking option, select the number of seconds that the alarms should wait before reporting the alarm state. This allows time for the authorized cardholder to mask the alarms.
11. Once all the information has been added to the Security Areas page click the  **Save** Button. A message **Operation Complete** will display.

NOTE: At anytime the  **Clear** button can be clicked to clear all fields.

Modify an Existing Security Area


1. From the Security Area list scroll through and select the Security Area to modify by clicking on the area name to be modified. After a name is selected the current configuration will display in the fields on the page.
2. Make any desired changes to the rest of the fields.
3. Click the **Save** button.

Delete a Security Area



Caution:

Before deleting a security area, remove the area from all cardholders and move all alarms and readers from the area to be deleted.

1. From the Security Areas list select the Security Area to delete by clicking on the name. After a name is selected (highlighted) the current configuration will display in the other fields on the page.
2. After checking to making sure the correct area is selected click the  **Delete** button.
3. A message **Are you sure you want to delete this record?** will display. Click **OK** to continue.
4. A message **Operation Complete** will display.

Access Group Page


The **Access Group** page allows you to add one or more Security Areas to an Access Group and define the Time Schedule to each area. You can do the following functions within the **Access Group** setup.

- Add Access Group
- Delete Access Group
- Modify Access Group
- Rename Access Group
- Add / Remove Security Areas in Access Group
- Modify Time Schedule For Security Area in Access Group


To navigate to the **Access Group** page, from any Setup page click the **Access Grp.** tab button at the top of the page, or from the main Setup Page click the **Access Groups** button on the right side of the screen. The following page will display.


Add New Access Group


1. Start by clicking the **Clear** button to clear all fields.
2. Enter the **Access Group Name** of up to 28 alphanumeric characters.
3. In the **Available Security Areas** list, select a Security Area to add to the group by scrolling through the list and clicking on the name of the area so it is highlighted.
4. Click on the **Right Arrow** to move the Security Area to the **Selected Security Areas** list. Repeat the above steps until all desired areas have been added to the **Selected Security Areas** list. If you move the wrong security area, you can move it back by clicking on the **Left Arrow**.

NOTE: If you need to setup a Security Area click on the  link arrow. This will open an additional window with the Security Area setup page to allow you to setup additional security areas. When you press the **Save** button, the window will close and you can continue working in Access Group setups.

5. The default **Time Schedule** for all areas selected is Always. If you want to change the **Time Schedule** for any given Security Area, follow the steps below:
 1. Click on the security area in the Selected Security Areas list to highlight it.
 2. Click on the down arrow next to the **Time Schedule** list field. This will give a drop-down list of pre-configured time schedules to choose from.
 3. Click on the **Time Schedule** desired for the area name selected. Repeat the above steps until all the time schedules have been selected for the security areas.

NOTE: If you need to setup a **Time Schedule** click on the  link arrow. This will open an additional window with the **Time Schedule** setup page to allow you to setup additional **Time Schedules**. When setup has been completed close the window by clicking the **Save** button.

6. Once all the Access Group data has been entered click the  **Save/Add** button at the bottom left side of the window to save the data to the Server.
7. After clicking the **Save** button one of the following messages will appear.
 - If **Operation Complete** is displayed, then no further changes are needed
 - If **Duplicate Record** is displayed, then the Access Group Name has been repeated. Use a new name and try saving again.
 - If **Operation Failed** is displayed, then a required field was not entered. Enter the field and try saving again.

NOTE: At any point if you wish to Clear out all the entered information and start over, click the  **Clear** button at the bottom right side of the window.






Caution:

Clicking the Clear button before clicking on the Save button will delete newly entered data.

Modify Access Group

1. Select the access group to modify by scrolling through the **Access Groups** list and click on the name of the access group. Once the name of the Access Group to modify is highlighted, the security areas assigned to the selected access group will be listed in the Selected Security Areas list.
2. If you want to rename an Access Group:
 1. Select the access group to rename by scrolling through the Access Group list and click on the name of the access group.
 2. Make the required changes to the name in the Access Group Name field.
3. If you want to add or remove a Security Area in an Access Group:

1. **Add** another area by selecting the security area name in the Available Security Areas list and click on the  **Right Arrow** to move the area to the Selected Security Area list.
2. **Remove** an area from the list by clicking on the area in the Selected Security Areas list then click on the  **Left Arrow** to move the area out of the selected area list.
4. If you want to modify the Time Schedule For Security Areas:
 1. Click on the security area name to modify under Selected Security Areas.
 2. Then select the new Time Schedule from the drop-down list and click on the desired time schedule.
5. Once all changes have been made to the Access Group, click the  **Save/Add** button at the bottom left side of the window to save the data to the Server.

After clicking the **Save** button one of the following messages should appear:

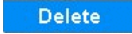
- If **Operation Complete** is displayed, then no further changes are needed.
- If **Duplicate Record** is displayed, then the Access Group Name has been repeated. Use a new name and try saving again.
- If **Operation Failed** is displayed, then a required field was not entered. Enter the field and try saving again.

Delete Access Group



Caution:

DO NOT delete an Access Group until the all cardholders have been deleted from the group.

1. Select the access group to delete by scrolling through the Access Group list and click on the name of the access group to delete.
2. Once the name of the access group to delete is highlighted, click on the  **Delete** button at the bottom of the window.
3. After clicking the **Delete** button the message **Are you sure you want to delete this record?** will appear. Click **OK** to continue.
4. The Access Group name will be removed from the list.
5. The message **Operation Complete** should display.
6. The Access Group name will be removed from the list.

Site Settings Page

The **Site Settings** page allows you to configure the following:

- **General Information**
 - Grant Access on Duress
 - Invalid PIN Attempts Before Alarm
 - Invalid PIN Attempts Before Card Deactivation
 - Event Report Card Name With
 - Encode Card format
- **Anti-Passback**
 - Grant Access on APB Violation
- **Date Format**

To navigate to the **Site Settings** page, from any Setup page click the **Site Settings** tab button at the top of the window, or from the main Setup Page click the **Site Settings** button on the right side of the screen. The following page will display.

General Information

Grant Access on Duress

The default is no selection, meaning no access will be granted if the cardholder generates a Duress alarm with their PIN. A cardholder uses the **Duress** feature by swiping his card (which tells the system the card number) and then enters his PIN number with five added to it. For example, if his PIN is 1234, his Duress PIN would be 1239.

If you wish to allow access when the cardholder causes a Duress Alarm (providing the cardholder would normally be authorized access to the area), then click on the box next to the selection, to place an X in it.

For more information on Duress, see “Duress” on page G-2.

Invalid PIN Attempts Before Alarm

Set the number of times (1 through 9) a cardholder may enter the wrong PIN before the alarm “ACCESS DENIED - WRONG KEYPAD - TOO MANY ATTEMPTS” is generated. The default for this field is 3.

NOTE: The system is set to generate an alarm every time a wrong PIN is entered. If you do not want an alarm for each wrong PIN, you will have to modify a different alarm on the Reader Events page (see page 7-27). Select “ACCESS DENIED - WRONG KEYPAD” and in the field beside **Acknowledgment** select “NO”.

Invalid PIN Attempts Before Card Deactivation

Set the number of times a cardholder may enter the wrong PIN before their card is deactivated. The default is Disabled and the possible selections are 1 through 9 times.

NOTE: If a card has been deactivated, before it can be activated again, you must change the deactivation date in the cardholder record to make the card valid again.

Anti-Passback

Set this to **Enabled** if Anti-Passback will be used by TOPAZ.

- **Disabled** - Default. The Anti-Passback feature will not be used.
- **Enabled** - The Anti-Passback feature will be used and you are presented with the choice for **Grant Access on APB Violation**.

For more information on Anti-Passback, see “Appendix D – Anti-Passback” on page D-1.

Grant Access on APB Violation

This field will only be accessible if you select Enabled for the Anti-Passback field.

- **Unchecked** - Any card swipe that activates an APB violation will result in the cardholder being denied access and will trigger an alarm APB violation event. The alarm event will notify the security operator, who may want to send somebody to that security area.
- **Checked** - Any card swipe that activates an APB violation will result in the cardholder being allowed access and will trigger an APB violation event. This is not normally used, but may be helpful for testing TOPAZ.

For more information on Anti-Passback, see “Appendix D – Anti-Passback” on page D-1.

Event Report Card Name With

- **None** (default)
- **Employee Number** - Anytime the cardholder name is displayed or printed the Employee Number will accompany it.
- **Card Number** - Anytime the cardholder name is displayed or printed the Card Number will accompany it.

Encode Card Format

This optional field defines the format the photo printer will use to encode the cards during printing. Options are None, or Format 1 through Format 15. For more information, see the section “Variable Card Format” on page 7-23.

NOTE: The printer being used must support this feature.

Skip Command Confirmations

The default is to have command executions confirmed with the message **Operation Complete** after execution. You must click the **OK** button to continue. If you do not want command confirmations displayed, click on the white box next to the selection, to place an X in it.

Priority 1 is Highest Priority Alarm

This setting enables 1 to be the highest priority alarm. It will then display at the top of the Alarm Queue window regardless of when it was received. When unchecked “**16**” is the highest priority alarm and displays at the top of the Alarm Queue.

NOTE: The default for this field is unchecked (16 is the highest priority). This should be kept in mind when assigning priorities to alarm points. See “Priority” on page 8-49

Date Format

You can choose from one of two formats for the date:

- **Month, Day, Year** (default) - The date will display in this format, for example, Jan 13, 2000.
- **Day, Month, Year** - The date will display in this format, for example, 13 Jan 2000.

Select one of the above date formats by clicking on the white circle next to the selection, to place a black dot in it.

Once all changes have been made to the **Site Settings** page, click the  **Save** button.

A message **Operation Complete** will display.

Custom Fields Page

The **Custom Fields** page allow you to custom design 11 fields for any data field needed on a cardholder, in addition to the default fields in the cardholder database. For example, you can add Address, Emergency Notification, etc.

To navigate to the **Custom Fields** page, from any Setup page, click the **Custom Fld.** tab button at the top of the window, or from the main Setup Page click the **Custom Cardholder Field** button on the right side of the screen. The following page will display.

These custom design fields are called "Custom Cardholder Field 1 Name" through "Custom Cardholder Field 11 Name" on the Custom Fld. page.

This page allows you to customize the label/name of these fields as they will appear in the cardholder database. When deciding which label to use for each Custom Field, remember the maximum size allowed in each field as shown below.

- User Field 1 - 4 can contain a maximum of 24 alphanumeric characters.
- User Field 5 - 7 can contain a maximum of 16 alphanumeric characters.
- User Field 8 - 11 can contain a maximum of 12 alphanumeric characters.

Once the new label/name has been entered on this page, the cardholder information which fits the custom field, can be entered on the "Custom Fields Page" on page 3-22.

Add a Field

You add a field by entering the name (up to 12 alphanumeric characters) in one of the available blank fields on this page.


NOTE: If the **Clear** button is clicked before the **Save** button, any changes to fields or will be lost. Click on another page button and then back

on the Custom Fld. button. This will redisplay the original field names that were saved.

**Caution:**

If you click on the Clear button, then click on the Save button, all field names will be set to blank on this screen and on the cardholder screens. The information previously added for those fields will still remain in the cardholder database.

Modify a Field

1. You modify an existing name by changing the text in the field (up to 12 alphanumeric characters).
2. Once the text in the fields appears as desired, click the  **Save** button to save any new field names.
3. A message **Operation Complete** will display.
4. Any new names will now appear in the Cardholder page as new field names.

**Caution:**

You may rename a field at anytime, but the data already entered will not move with the field name. For example, if a field is named *Address* and you have entered address information into that field in the Cardholder page and then rename the field to *License Number*. The address information will still reside under the same field now with the new name of *License Number*.

Delete Fields

You cannot delete the custom field label/name. All you can do is change the names of those fields. Any information entered on a cardholder screen for a given custom field is stored in that field permanently, or until you erase the information on a cardholder screen.

Facility Code Page

The **Facility Code** page allows you to enter as many as 16 Facility/Company Codes for different sets of cards.

The Company Code and Facility Code are a set of numbers encoded into the access card that the system uses to identify which site the cardholder is from.

To navigate to the **Facility Code** page, from any Setup page click the **Facility Code** tab button at the top of the window, or from the main Setup page click the **Facility Code** button on the right side of the page. The following page will display.

	Facility Code Name	Company Code	Facility Code
1	Gaslite Publish	1234	5678
2			
3			
4			
5			
6			
7			
8			
9			
10			
11			
12			
13			
14			
15			
16			

Save

Add Facility Codes

When you purchase cards you will get a particular company code for the set. When you purchase additional sets of cards it is almost certain that the cards (unless you special order them) will have a different company code. So you will configure a new facility and company code for the new set of cards.

To add Facility and Company Codes to the system, follow the procedure below.

Facility Code Name

Enter up to 15 alphanumeric characters for the name of the card set. The Company and Facility Code numbers can also be used as the name.

Company Code

Enter up to 4 digits for the **Company Code**.

NOTE: For 26 bit card format, the facility code must be entered into the **Company Code** field and the facility code field is set to 0.

Facility Code

Enter up to 4 digits for the **Facility Code**.



Caution:

The Company Code and Facility Code must match the numbers encoded on the access cards or the cards will not work properly.

The Save/Add Button

Once all the additions and/or changes have been made to the Facility Codes page click the

Save / Add

Save/Add button to save the data to the Server.

After clicking on the Save button the message **Operation Complete** should be displayed.

Variable Card Page

The **Variable Card Page** allows you to configure the system to accept card formats other than the pre-defined standard formats normally supported. This provides wider flexibility in the use of existing cards.

Custom Card Formats are used when upgrading readers without having to change the existing card technology at a site. By entering the bit location and length in each of the code fields, a card format is created that will then be assigned to one or more readers. You can define up to 15 Wiegand and 15 Mag Stripe Card custom formats.

To navigate to the **Variable Card** page, from any Setup page click the **Variable Crd** tab button at the top of the window, or from the main Setup page click the **Variable Card Format** button on the right side of the page. The following page will display.

The screenshot shows the 'Variable Card' configuration page. The sidebar on the left contains buttons for 'Events', 'Cards', 'Control', 'Status', 'Report', 'Setup', 'Hardware', 'Device Tree', and 'Quick Start'. The top navigation bar includes 'Operators', 'Time Sched.', 'Security Area', 'Access Grp.', 'Site Settings', 'Custom Fld.', 'Facility Code', and 'Variable Crd'. Below the navigation bar are sub-tabs for 'Reader Evnt.', 'Alarm Opt.', and 'Holidays'. The main content area is divided into two sections: 'Wiegand Card Format' and 'Mag Stripe Card Format'. Each section has a 'Format #' dropdown, a 'Card Length' field, and a 'No Parity' or 'Digits' checkbox. To the right of each section are fields for 'Company Code', 'Facility Code', 'Card Number', and 'Issue Code', each with 'Start' and 'Length' dropdowns. There are 'Save' and 'Clear' buttons at the bottom of each section.

Add a Card Format

Wiegand Card Formats

Cards with the **Wiegand Card Format** are usually ordered pre-coded with information (company code, facility code, and card number). Most TOPAZ installations will not require a format change. If you do wish to change the format you are using, you can do so with this screen.

Wiegand Card Formats are defined in terms of bits (a bit is either zero or one).

To add a Wiegand Card Format:

1. Select from the drop-down list of **Wiegand Card Format #s** a number from 1 to 15. Once a record is selected, the screen displays the remaining fields for this format.
2. Select from 1 to 63 bits for the **Card Length**. Most TOPAZ installations use a 37-bit format, which will be described in an example below. Another popular Wiegand Card Format is a 26-bit format.

3. The default is to use parity. You may turn parity off by selecting **No Parity**, to place a check mark in the box.
4. You can select the location of the first bit for the **Company Code** as the **Start** value. For the normal TOPAZ installation, the **Start** value is 2, meaning the Company Code will start in the second bit in the string of bits. Bit 1 is normally used for parity. The **Length** is the number of bits to use for the Company Code. For a Start value, select from 1-64 bits, and for a length, select from 0-16 bits.
5. You can select the location of the first bit for the **Facility Code** as the **Start** value, and its **Length**. For a Start value, select from 1-64 and for length, select from 0-16 bits.
6. You can select the location of the first bit for the **Card Number** as the **Start** value. For a Start value, select from 1-64 bits, and for a length, select from 0-36 bits.
7. The **Issue Code** is not used in the Wiegand format unless you have the ability to encode your own cards. The **Issue Code** is normally 1 digit. For a Start value, select from 1-64 bits, and for a length, select from 0-8 bits.

Example of a 37-bit Wiegand Card Format

Field	Start	Length
Company Code	5	10
Facility Code	15	6
Card Number	21	16
Issue Code	2	0

Example of a 26-bit Wiegand Card Format

Field	Start	Length
Company Code	2	8
Facility Code	2	0
Card Number	10	16
Issue Code (ignored)	2	0

Mag Stripe Card Formats

Unlike a Wiegand Card Format, which cannot be changed for a given card, Mag Stripe Cards can have their data changed. However, this requires the use of special equipment, which may or may not have been part of your site's installation of TOPAZ.

Whereas Wiegand cards are formatted in bits, Mag Stripe cards are formatted in digits (0 through 9).

To add a Mag Stripe Card Format:

1. Select from 1 to 40 digits for the **Card Length**. Most TOPAZ installations use a 3-2-6-1 format and use 14 digits, which will be described in an example below. Another Mag Stripe Card Format is the 4-4-10-2 format, which uses 22 digits. In both formats, the first and last digits are used as a Begin digit (B) and a Finish digit (F). B is the Start digit and F is the Stop digit.
2. You can select the location of the first bit for the **Company Code** as the **Start** value. The **Length** is the number of digits to use for the Company Code. For a Start value, select from 2-40 and for a length, select from 0-4 digits

3. Most cards do not use a **Field Separator**. It is most commonly used when compatibility is required with Time and Attendance programs and other systems. When you select a **Field Separator**, TOPAZ uses the letter D. If you want to use a **Field Separator**, click the box to the right of the field. TOPAZ ignores the Field Separator digit in counting where data fields start. See the example below.
4. You can select the location of the first bit for the **Facility Code** as the **Start** value. For a Start value, select from 2-40 and for a length, select from 0-10 digits.
5. You can select the location of the first bit for the **Card Number** as the **Start** value. For a Start value, select from 2-40 and for a length, select from 0-16 digits.
6. The **Issue Code** is normally 1 digit and is set to 1. You can use an **Issue Code** for replaced cards, etc. You can select the location of the first digit for the **Issue Code** as the **Start** value. For a Start value, select from 2-40 and for a length, select from 0-2 digits.

Example of a 14-digit Mag Stripe Card Format

Field	Start	Length
Company Code	2	3
Facility Code	5	2
Card Number	7	6
Issue Code	13	1


If a particular card had a Company Code of 3, a Facility Code of 2, and a Card Number of 12, the Mag Stripe Card would look like the example below. The B is the Begin (Start) digit and the F is the Finish (Stop) digit. Spaces are used here to make the value below easier to read. The actual card has no spaces.

Description	Value
Example	B 003 02 000012 1 F

If this same example used field separators after each field, the actual card would look like this (ignore the spaces).


Description	Value
Example	B 003D 02D 000012D 1D F

Modify a Card Format

1. First select the Card Format #.
2. When the fields display, make the changes you want.
3. Then press the  **Save** button for the card format modified. A message **Operation Complete** will display.

Make sure that you click the **Save** button for the card format you are modifying. There is one for each type Wiegand and Mag Stripe.

Delete a Card Format

1. First select the Card Format #.
2. When the fields display, reset all values except the Card Format # to the default values.
3. Then press the  **Save** button. A message **Operation Complete** will display.

Reader Event Page

The **Reader Event** page allows you to select how events related to access attempts will be handled. The selections determine the system's response to a denied or authorized access event. You can determine whether to Acknowledge, Display, or Print each of the possible access attempts.

For a list of reader events, see "Appendix B - Access Codes Definitions" B-1.

To navigate to the **Reader Event** page, from any Setup page click the **Reader Evnt.** tab button at the top of the window, or from the main Setup page click the **Reader Event** button on the right side of the page. The following page will display.

To select how events related to access attempts will be handled:

1. Select from the list of **Event Names** by scrolling through the list and clicking on the name of the event to be configured.

Acknowledge - Select **Yes/No** if the operator should or should not be required to acknowledge the event when it occurs.

Display - Select **Yes/No** if the workstation should or should not display the Access Event when it occurs.

Print - Select **Yes/No** if the events printer should or should not print the Access Event when it occurs.

Auto Acknowledge – If the Auto Acknowledge field is set to **Yes** the reader event will be displayed in the alarm queue window and will not require any action by the operator. It will clear after a period of time.

The Auto Acknowledge field is not affected by the Acknowledge field.

2. After all Events have been setup click the **Save** button to save all changes to the Server.
3. After clicking the **Save** button the message **Operation Complete** will display.

Alarm Options

The **Alarm Options** setup has two sub-pages that allow you to add Alarm Instructions and define alarm categories.

- Alarm Instruction
- Categories

To navigate to the **Alarm Options** pages from any setup page, click the **Alarm Opt.** tab button at the top of the window, or from the main Setup page click the **Alarm Options** button on the right side of the page. The following page will display.

The screenshot displays the 'Alarm Options' configuration window. On the left is a vertical sidebar with buttons for 'Events', 'Cards', 'Control', 'Status', 'Report', 'Setup', 'Hardware', 'Device Tree', and 'Quick Start'. At the top of the main area is a horizontal tab bar with 'Operators', 'Time Sched.', 'Security Area', 'Access Grp.', 'Site Settings', 'Custom Fld.', 'Facility Code', and 'Variable Crd.'. Below this is a sub-tab bar with 'Reader Evnt.', 'Alarm Opt.' (which is highlighted), and 'Holidays'. Under the 'Alarm Opt.' sub-tab, there are two buttons: 'Instructions' and 'Categories'. The main content area is divided into two sections. The left section, titled 'Alarm Instruction Name', contains a text input field with 'Access Denied' and a list box below it showing 'Access Denied' and 'Forced Open'. The right section, titled 'Alarm Message Text', contains a text area with the message 'A Card has been used and resulted in Denied Access - Send Guard to investigate'. At the bottom of the window are three buttons: 'Save / Add', 'Delete', and 'Clear'.

All the sub-pages are covered in detail on the following pages.

Alarm Instruction Page

The **Alarm Instruction** page allows you to add unique instruction messages to be displayed to the operator when an event occurs.

- Add Instruction
- Modify Instruction
- Delete Instruction

To navigate to the **Alarm Instruction** page from any setup page, click the **Alarm Opt.** tab button at the top of the window, or from the main Setup page click the **Alarm Options** button on the right side of the page. Then click the **Instructions** tab button and the following page will display.

Add an Instruction Message

1. Start by clicking on the **Clear** button to clear all the fields for data entry.
2. Enter up to 16 alphanumeric characters for the **Alarm Instruction Name**.
3. Enter up to 495 alphanumeric characters for **Alarm Message Text**.
4. Click the **Save / Add** button to save the new instruction message.
5. A message **Operation Complete** will display.


NOTE: Clicking **Clear** at anytime will clear changes that have been entered.




Caution:

Clicking the Clear button before clicking on the Save button will delete newly entered data.

Modify an Instruction Message

1. Start by selecting the Alarm Instruction Message to be modified by clicking on the name listed in the Alarm Instruction Names list.
2. After making changes to the Message text, click the  **Save/Add** button.
3. A message **Operation Complete** will display.

Delete an Instruction Message

1. Start by selecting the Alarm Instruction Message to be deleted by clicking on the name listed in the Alarm Instruction Name list.
2. After making sure the correct message to be deleted is selected (highlighted), click the  **Delete** button.
3. A message **Are you sure you want to delete this record?** will display. Click **OK** to continue.
4. A message **Operation Complete** will display.

Alarm Categories Page

The **Alarm Categories** page allows you to group alarm events by name. The System comes with 16 generic alarm categories. The alarm categories appear in event reports and classify alarm events. You can change any alarm category designation (defaults are shown below) to a description that is better suited to your facility or application.


It is helpful to group alarms points into categories like "Intrusion Alarm" or "Maintenance Alarm", so they can be recalled from history by that group, etc.

To navigate the **Alarm Categories** page from any setup page, click the **Alarm Opt.** tab button at the top of the window, or from the main Setup page click the **Alarm Options** button on the right side of the page. Then click the **Categories** tab button and the following page will display.

1	Door Contact	9	User Category 3
2	System Input	10	User Category 4
3	Forced Open	11	User Category 5
4	Held Open	12	User Category 6
5	System Tamper	13	User Category 7
6	Device Offline	14	User Category 8
7	Access Denied Alarm	15	User Category 9
8	Duress Alarm	16	User Category 10

The system default categories are:

1	Door Contact	9	User Category 3
2	System Input	10	User Category 4
3	Forced Open	11	User Category 5
4	Held Open	12	User Category 6
5	System Tamper	13	User Category 7
6	Device Offline	14	User Category 8
7	User Category 1	15	User Category 9
8	User Category 2	16	User Category 10

You can make any changes desired to the category names and click the  **Save** button.
A message **Operation Complete** will display.



Caution:

Clicking the Clear button before clicking on the Save button will delete all category names!

Holidays Page

The **Holidays** page allows you to predefine up to 32 Holidays to be used with Time Schedules to authorize access, control alarms, and output relays.

Holidays are normally used to make the date assigned behave like another day off, for example, a Saturday or Sunday. If no Holiday is assigned for a given date, then the normal access rules apply for that date.

- Add New Holiday
- Holiday Types
- Modify Holiday
- Delete Holiday

To navigate the **Holidays** page, from any Setup page click the **Holidays** tab button at the top of the window, or from the main Setup page click the **Holidays** button on the right side of the page. The following page will display.

Adding a New Holiday

1. Start by clicking the **Clear** button to clear all the fields for data entry.
2. In the **Description** field enter the name of the holiday, up to 27 alphanumeric characters.
3. Select the **Date** for the holiday by clicking on the down arrow to the right of the fields and clicking on the desired date. A calendar is available by clicking on the **Calendar** button.
4. **Holiday Types**

If a Holiday is defined without a Holiday Type, then the Holiday is like a regular day off. If it is defined with a Holiday Type, then access for that date acts according to the rules for that type.


Holiday Types are normally used for different countries where the date is treated differently. For example, some countries may have the Friday after the U.S. Thanksgiving as a day off, and access will be very limited. Other countries may treat that same Friday to allow an overtime crew to work. Holiday types can also be used to allow a guard to get in a door through one reader for that day, but not through the other doors.

Another example is to set Holiday Type 1 for hourly employees and Holiday Type 2 for salaried employees. Type 1 could have a holiday defined to deny access for hourly employees, but Type 2 would allow salaried employees access to work on that holiday.

You can define the days and hours for two Holiday Types under **Setup**, under **Time Schedule**.

You can select which types of Holiday are active for a given date on this Holidays page.


- **Holiday Type 1** - If a Type 1 Holiday, click on the box to the right to place a check mark in it.
- **Holiday Type 2** - If a Type 2 Holiday, click on the box to the right to place a check mark in it.

5. After adding data to the fields click the  **Save/Add** button.

6. A message **Operation Complete** will display.

Modify a Holiday


1. Select the Holiday to be modified from the Holidays list by clicking on the name to highlight it.

2. After making all the required modifications to the Holiday click the  **Save/Add** button.

3. A message **Operation Complete** will display.

Delete a Holiday

1. Select the Holiday to be deleted from the Holiday list by clicking on the name so it is highlighted.

2. Click the  **Delete** button.

3. A message **Are you sure you want to delete this record?** will display. Click **OK** to continue.

4. A message **Operation Complete** will display.

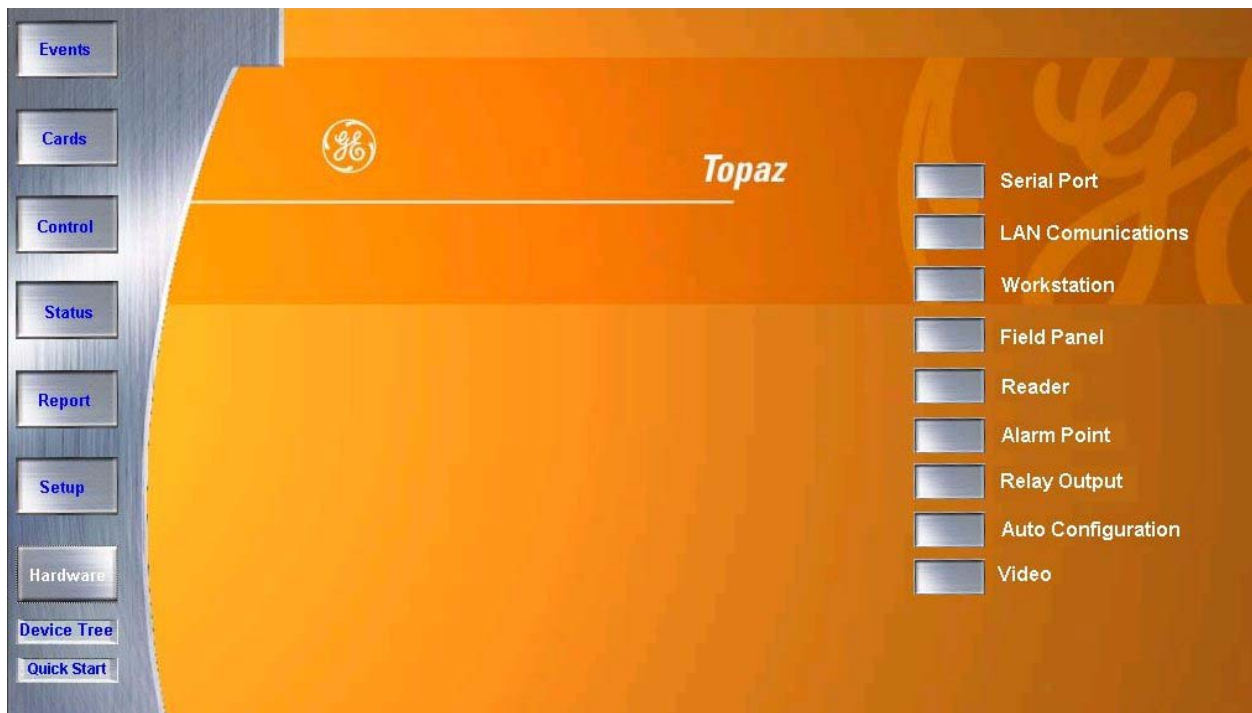
Chapter 8

Hardware Button

The **Hardware** pages allow you to setup and configure hardware that will be connected to the System. The following hardware setup pages are available:

- Serial Port Page
- LAN Communication Page
- Workstation Page
- Field Panel Page
- Readers
- Alarm Point Setup Page
- Relay Page
- Auto Configuration Setup Page
- Video Recorder

To navigate to the **Hardware** pages, click on the  **Hardware** button in the Main navigation button window on the left side of the screen. The following page will display.



To access one of the options in the Hardware pages click on the  button next to the option.

Serial Port Page

The **Serial Port** page is used to setup or modify settings of the PC Workstation's serial communication ports. Configuration includes if the port is active or not, communication baud rate (speed), etc.

To navigate to the **Serial Port** page from any Hardware page, click the **Serial Port** tab button at the top of the window, or from the main Hardware page click the **Serial Port** button on the right side of the page. The following page will display.

Serial Ports

From the list select the serial port to configure or modify by clicking on the port in the **Serial Ports** window at the top right side of the page. Topaz supports up to five serial ports.

Serial Port Name

This field is display-only to show the name of the currently selected port.

Active

If the port is going to be used to actively communicate to field hardware it must be selected by clicking the box to the right to place a check mark in the box.

Baud Rate

From the drop-down list select the baud rate that the equipment connected to the serial port will communicate at. The possible selections are: 300, 600, 1200, 2400, 9600, and 19200.

Parity

From the drop-down list select the parity for the equipment that is connected to the serial port. The possible selections are: Even, None, and Odd.

Port Connection Device

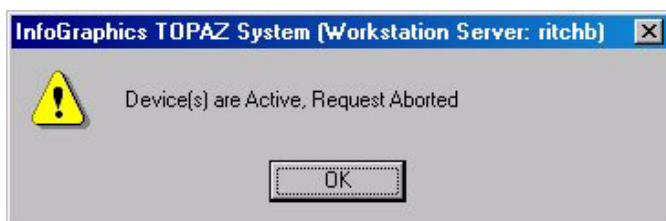
From the drop-down list select the type of device that will be connected to the port. The list of equipment selection is as follows.

- SCP Device
- SCP Dial-up
- Video Switcher - If this device is selected, the **Video Switcher Type** field will be active allowing a selection of a brand of switcher.

NOTE: You cannot change the connection device after the serial port has been saved.

You cannot change the connection device after the field panel is assigned to a serial port.

If you wish to change the port connection device you must deactivate the port by un-checking the Active box and clicking **Save**. Then you may modify the port. This feature is only available in TOPAZ Ver-1.30 and later. If you see the following message you must first deactivate all field panels that are configured on the port before you can deactivate the port.




Video Switcher Type


Before this field becomes active **Video Switcher** must be selected for the **Port Connection Device**. Select the brand of video switcher from the drop-down list. The list of possible switchers is given below.

- | | | |
|---------------------|--------------|-------------|
| • American Dynamics | • Panasonic | • Quest Win |
| • Burle | • Pelco | • Vicon |
| • GE DVMRe | • Quest Plus | |

Description

Enter up to 60 alphanumeric characters to describe the device(s) connected to this port.

Clicking  **Clear** at anytime will clear changes that have been entered.

After all the changes have been made to the Serial Port page you must click on the  **Save** button in order for the changes to be saved.

You will receive one of the following messages.

- If **Operation Complete** is displayed, then no further changes are needed.
- If **Operation Failed** is displayed, then a required field was not entered. Enter the field and try again.

LAN Communication Page

The **LAN Communication** page allows you to configure the LAN Adapters and TCP/IP address.

To navigate to the **LAN Communication** page from any **Hardware** page click the **LAN Com** tab button in the top navigation bar, or from the main Hardware screen click the **LAN Communications** button on the right side of the screen. The following page will display.


The screenshot shows the LAN Communication configuration page. On the left is a vertical sidebar with buttons: Events, Cards, Control, Status, Report, Setup, Hardware, Device Tree, and Quick Start. At the top of the main area is a navigation bar with tabs: Serial Port, LAN Comm (highlighted), Workstation, Field Panel, Reader, Alarm Point, and Relay. Below the tabs are buttons for Auto Config and Video. The main configuration area has two input fields: 'ACU'S Adapter LAN Name' with the value 'Generations' and 'TCP / IP Address' with the value '101.01.01.245'. To the right is a list box titled 'LAN Names' containing 'Generations' and 'NewWorld'. At the bottom are three buttons: 'Save / Add', 'Delete', and 'Clear'.

Add a New LAN Adapter

1. Start by clicking the **Clear** button to clear all fields.
2. Enter a name up to 31 characters for the **LAN Adapter Name**.
3. Enter the **TCP / IP Address** for the LAN adapter.

NOTE: If you are not sure what the TCP / IP address is, you should contact your LAN Controller. Do not guess or enter a random number.


4. After all the fields have been added to the LAN Communication page, click on the **Save / Add** button in order for the changes to be saved to the host PC's database.
5. You will receive one of the following messages.
 - If **Operation Complete** is displayed, then no further changes are needed.
 - If **Duplicate Record** is displayed, then the LAN Adapter Name has been repeated. Use a new name and try again.
 - If **Operation Failed** is displayed, then a required field was not entered. Enter the field and try again.

At any point if you wish to clear out all the entered information click the  **Clear** button at the bottom right side of the window.

**Caution:**

Clicking the Clear button before clicking on the Save button will delete newly entered data.

Modify a LAN Adapter


1. Select the LAN Adapter to be modified from the LAN Adapters list by clicking on the name to highlight it.
2. After making all the required modifications to the LAN Adapter Name and/or TCP/IP Address, click the  **Save/Add** button. If you change the name, the old LAN Adapter will be deleted.
3. A message **Operation Complete** will display.

Delete a LAN Adapter

1. To delete a LAN Adapter from the System you must first select the LAN Adapter to be deleted. Do this by clicking on the name of the LAN Adapter in the Configured LAN Adapters list.

**Caution:**

Before deleting a LAN adapter make sure that no field panels are assigned to the LAN adapter you are deleting.

2. After making sure the correct LAN Adapter to be deleted has been selected click the  **Delete** button.
3. A message **Are you sure you want to delete this record?** will display. Click **OK** to continue.
4. The message **Operation Complete** will display.

Workstation Page

The **Workstation** page will allow you to control how workstation will respond during use. For example, whether the workstation will have photo badging capability, alarm color graphics capability, etc

- Add a Workstation
- Install a Workstation
- Modify a Workstation
- Delete a Workstation

To navigate to the **Workstation** page, click the **Workstation** tab button in the top navigation bar or from the main Hardware screen click the **Workstation** button on the right side of the screen. The following page will display.

The screenshot shows the 'Workstation' configuration page. On the left is a vertical sidebar with buttons: Events, Help Index, Page Help, Cards, Control, Status, Report, Setup, Hardware, Device Tree, and Quick Start. At the top, there is a horizontal navigation bar with tabs: Serial Port, LAN Comm, Workstation (highlighted), Field Panel, Reader, Alarm Point, and Relay. Below the tabs are sub-tabs: Auto Config and Video. The main area contains several configuration fields: 'Workstation Name' (text box with 'skya'), 'Internet (TCP/IP) Address' (text box with '101.01.01.265'), 'Event Printer' (dropdown menu with 'None'), 'Report Printer' (dropdown menu with 'Generic PostScript Printer'), 'Photo Badging' (checkbox checked), 'Alarm Graphics' (checkbox checked), 'Route Alarms To Workstation' (dropdown menu with 'ritchb'), 'Routing Time Schedule' (dropdown menu with 'Third Shift 3'), and 'Alarm Ack Time Limit' (dropdown menu with '30 Sec'). To the right of these fields is a 'Workstations' list box containing 'ritchb', 'skya' (highlighted), and 'devymb'. At the bottom are three buttons: 'Save / Add', 'Delete', and 'Clear'.

Add a Workstation

To add a workstation, you should first install the TOPAZ software on the new workstation's computer. When that workstation logs on with the software for the first time, the server will create a new record for that workstation under the **Workstation Name** field and the **Internet (TCP/IP) Address** described below. The values for all the fields on the workstation screen will be the default values.

If you add a new workstation from the server, it will not become effective until the TOPAZ software is installed on that workstation and the software is started from that workstation. **It is recommended that you first install the software on the workstation, and then make any changes you want to the workstation screen for added functionality**, for example, the use of Photo Badging.

Install a Workstation

Setup for Internet Explorer:

1. From Window's desktop, right mouse click on the Internet Explorer Icon and select Properties.
2. On the General tab, click Settings, select "Every visit to the page", and lastly click "OK" to save.
3. On the Security tab, click on the **Local Intranet** icon. Click on the "Custom Level" button. Under "**ActiveX controls and plug-ins**" change "Download signed ActiveX controls", "Download unsigned ActiveX controls" and "Initialize and script ActiveX controls not marked as safe" to "Enable". Then click "OK" to save.
4. On the Privacy tab, move the slide bar all the way down to "Accept All Cookies" then click "OK" to save.
5. Click OK to save and exit Internet Explorer Properties.

Make sure the workstation Sentinel is plugged into the parallel port of the PC you are going to install the workstation software on.

Make sure you are logged in as the Administrator so you have the correct rights to install software.

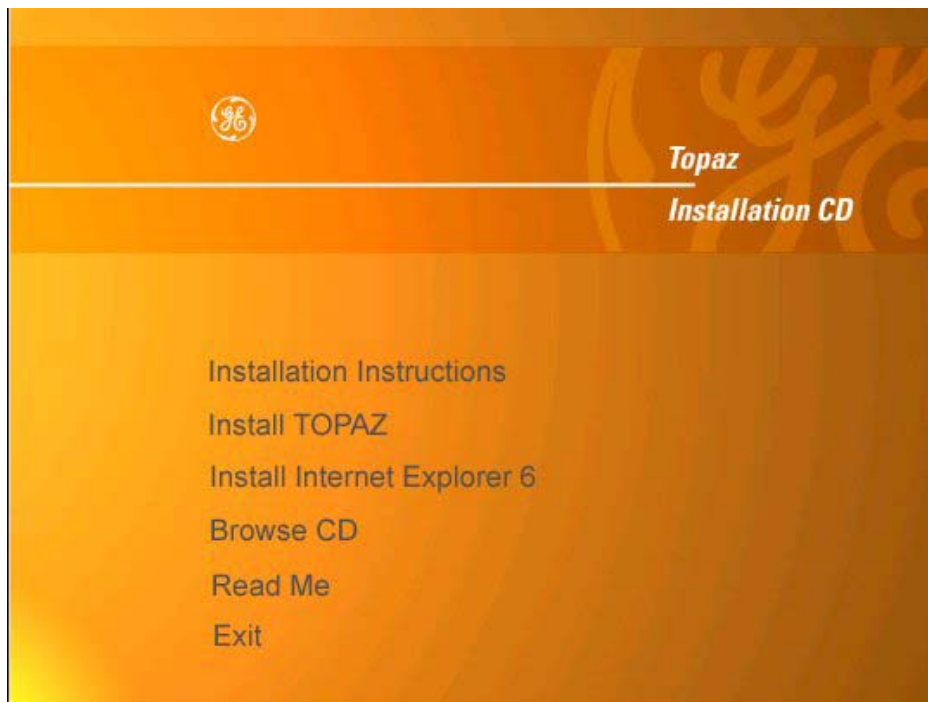
Insert the TOPAZ Installation CD into the CD drive. If Auto Insert Notification is enabled for your CD drive, the Install Menu will appear as shown below and provide a selection list.

If the Install Menu, as shown below, does **not** appear within one minute, follow this procedure:

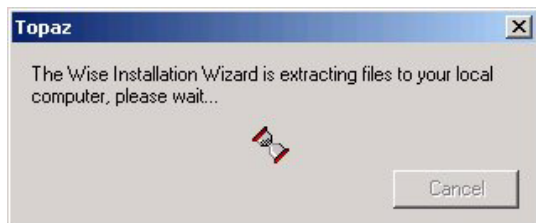
1. Open Windows Explorer.
2. Double-click on the drive of the CD.
3. In the root directory, double-click on the file "start.bat".

The TOPAZ Install screen will display.

NOTE: Before installing the TOPAZ Workstation, make sure that Topaz server has been installed and that the computers are communicating. If you have Internet Explorer 6.0 already installed on your computer check to see if the title bar states "Microsoft Internet Explorer provided by GE Security". If not, you must install the *Virtual Machine* that is located on the CD. For more information see "Installing Virtual Machine" on page 1-9



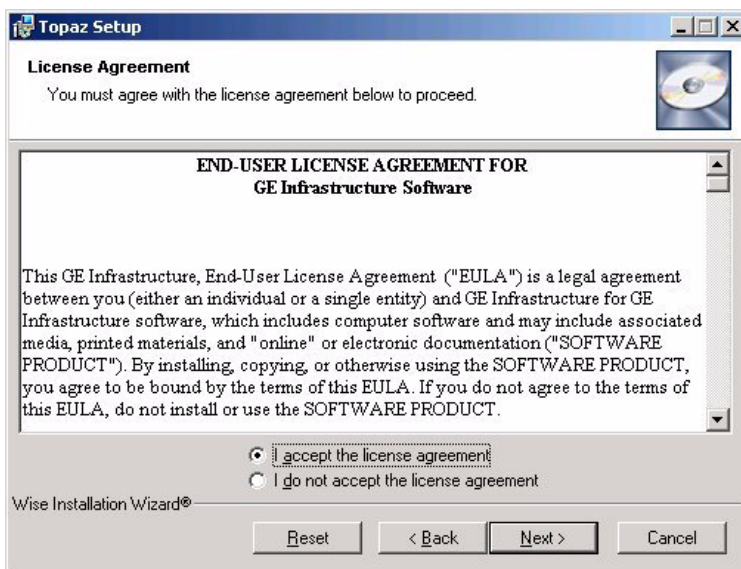
1. Click **Install TOPAZ** to start the installation setup.



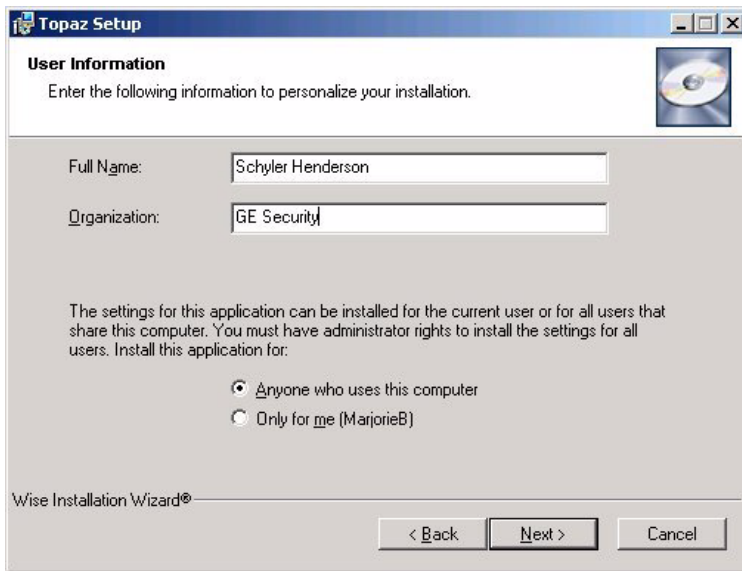
2. If this is the first time TOPAZ has been installed on your computer and the Microsoft .NET Framework is not installed, the Wise Installation Wizard dialog window shown above will display. Extracting and installing the .NET framework may take several minutes. Please wait while the Hourglass progress icon rotates. When the framework is completed, the *TOPAZ Installation Wizard* will begin. If the .NET framework is already installed on your machine, it will proceed directly to the The **Welcome to the Topaz Installation Wizard** dialog window will display.



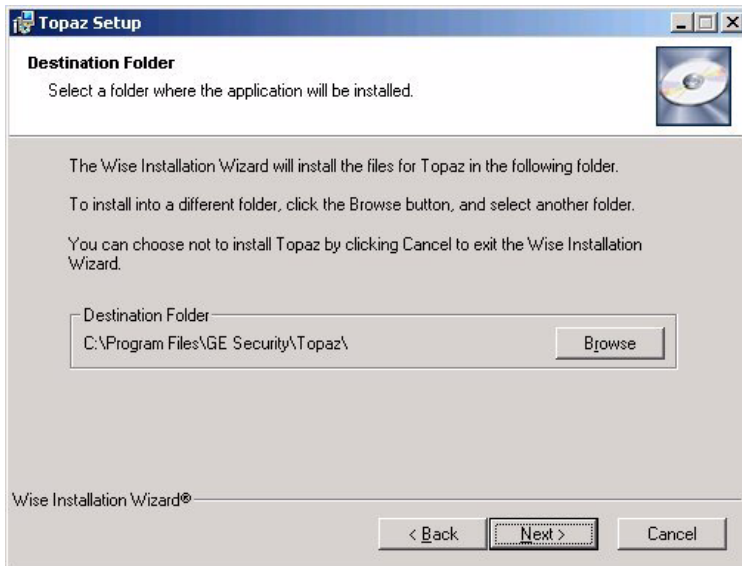
3. Click **Next** to continue.



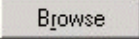
The next window will be the **End User License Agreement**. Read it carefully then select *I accept the license agreement*. The next button will become available once the agreement is accepted. Click **Next** to continue.

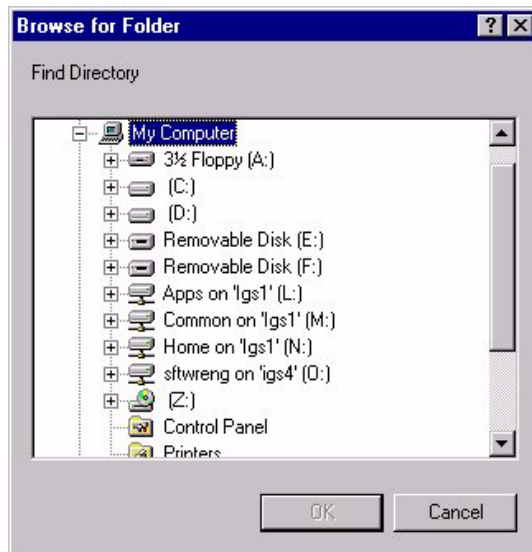


4. The next window asks you to enter **User Information**. Type the name of the user in to the **Full Name** field and the name of the organization into the **Organization** field. Select the radio button beside *Anyone who uses this computer*. This is used to permit the system to communicate with and respond to the Video Recorder. Click **Next** to continue.

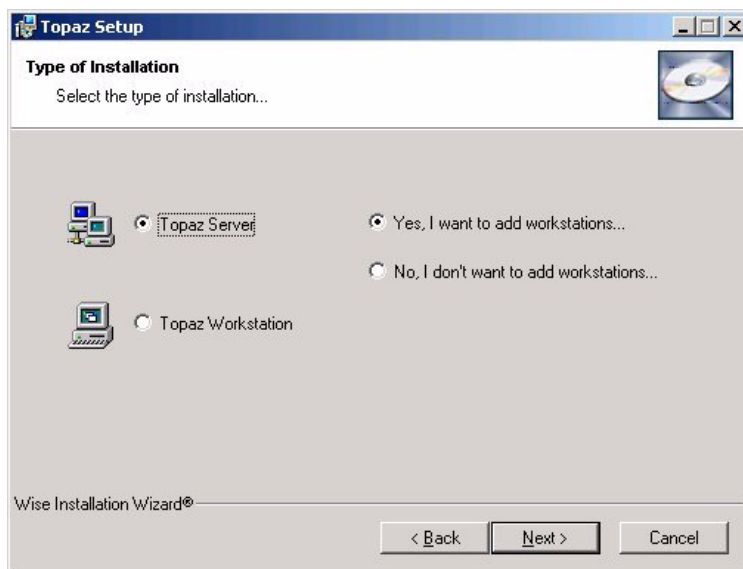


This dialog window determines where the TOPAZ files will be stored on the system. If you do not want to use the default directory, you may follow this procedure:

- a Click on the Browse button  and the **Browse for Folder** window will display.



- b If you prefer to use a different directory, such as “Program Files”, select the desired location for the TOPAZ software (such as c:\Program Files\TOPAZ) and click **OK**, then **Next>**.

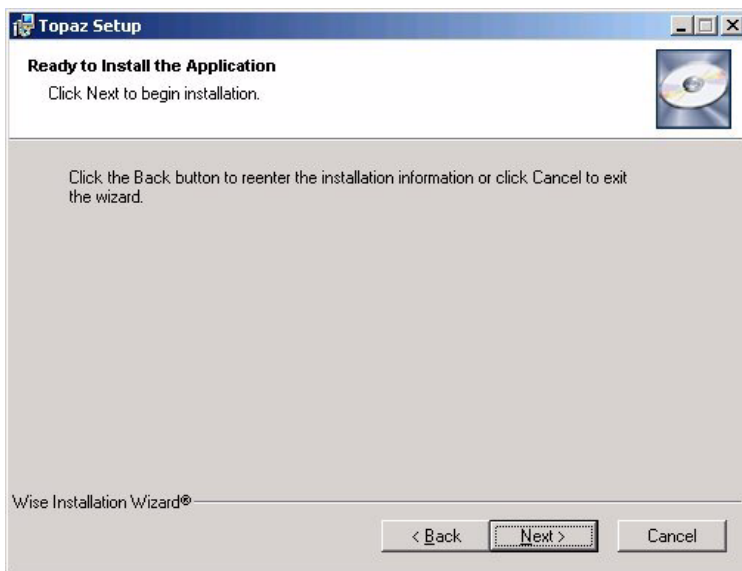


5. This dialog window determines the type of installation you are doing. Since you are installing the workstation, click the radio button next to **Topaz Workstation**. For information about installing a server see “Installing a Host PC Server” on page 1-14

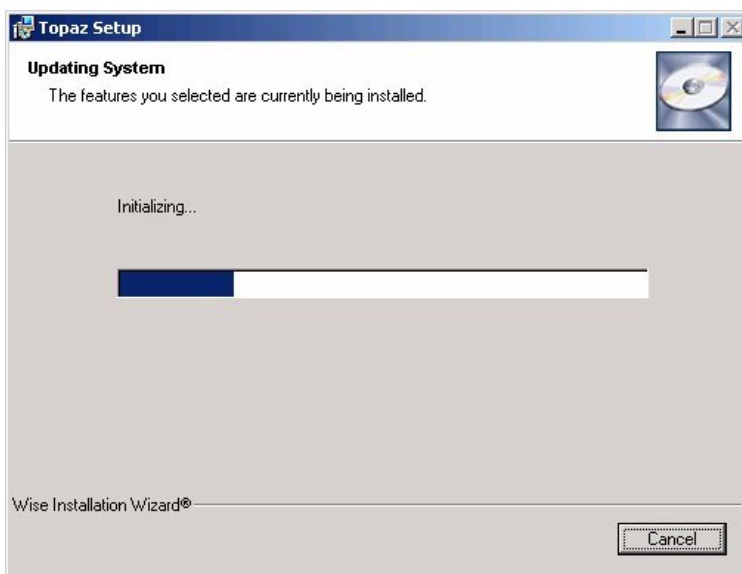


Caution:

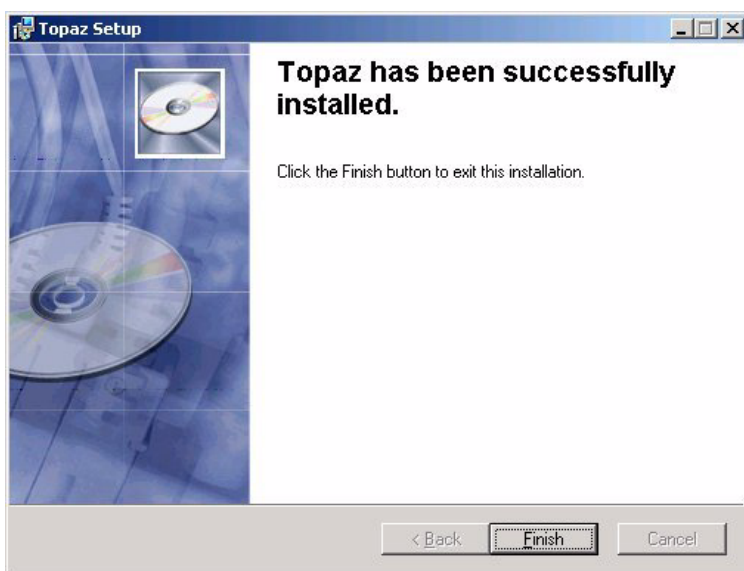
You must install TOPAZ on the **server computer** before installing it on any workstation computer. Also make certain that the server computer and the workstation computer are communicating properly.



6. If you are satisfied with your settings, click **Next** to start installing the system.



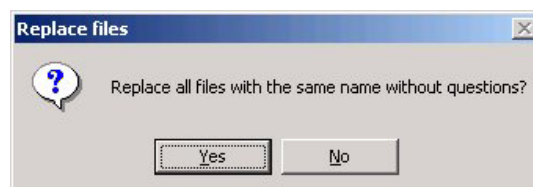
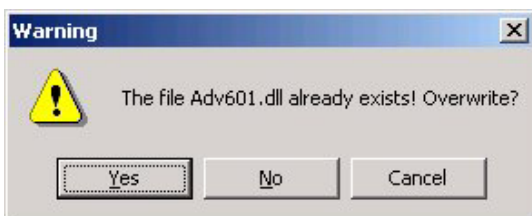
The wizard will upload the required files and install them onto the computer. During the process, a progress bar will display.



7. When all the files have been installed, the **Topaz has been successfully installed** dialog window will display. Click **Finish** to continue with the installation of several video files. These files are installed whether or not you are using Video.



8. Click **OK** to install the Video files.



NOTE: If a warning window displays that certain files already exist, click **Yes** to continue. When the dialog window asks whether to replace all files with the same name without questions, click **YES**.

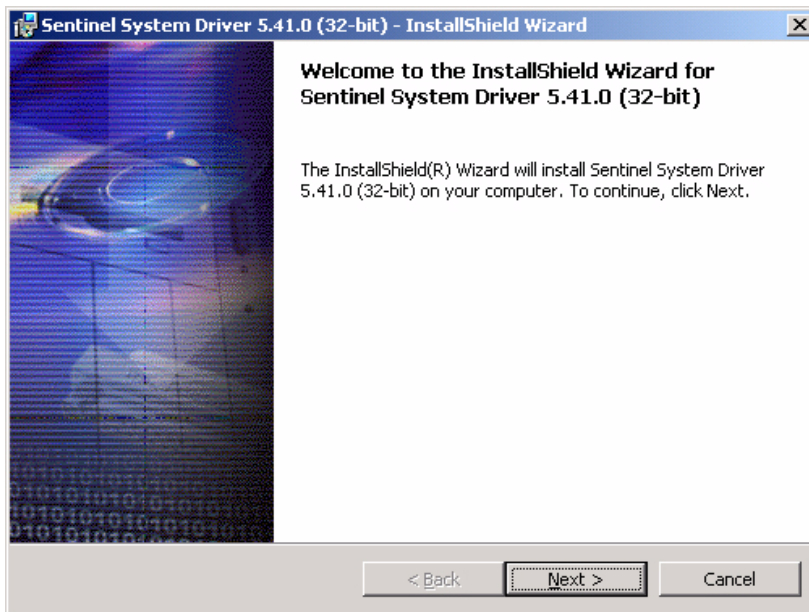


9. This dialog window will appear if you selected *Yes, I want to add workstations* when installing

the server. Click **OK** and another **Browse** window will appear. Select the directory or drive where the *Workstation.hta* file was saved. After selecting the location click **OK**.

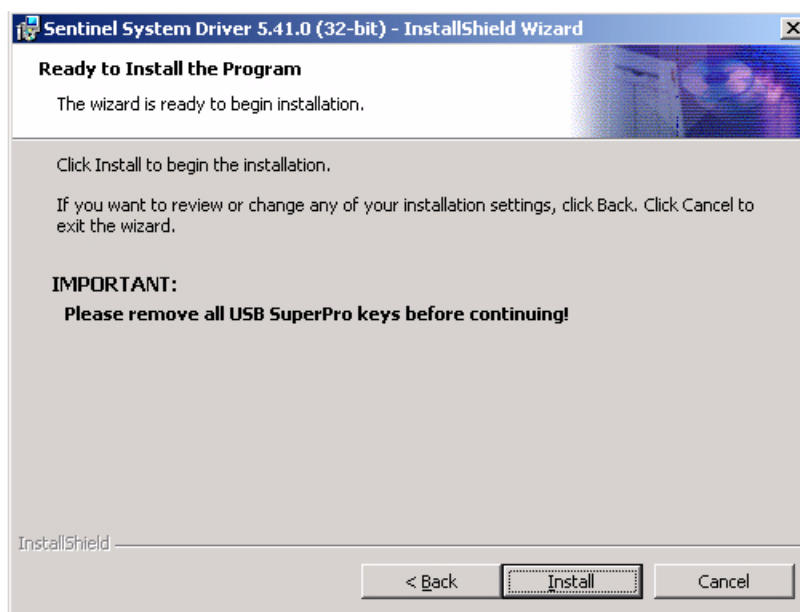


10. The dialog window indicates that the file was written successfully. Now wait a few seconds and the **Sentinel Driver** installation wizard will start.



NOTE: If this is the first time you have installed TOPAZ on this computer, you should follow the remaining steps. If this is an update, you may cancel out of the Sentinel Driver wizard.

11. Click **Next >** to install the sentinel drivers.

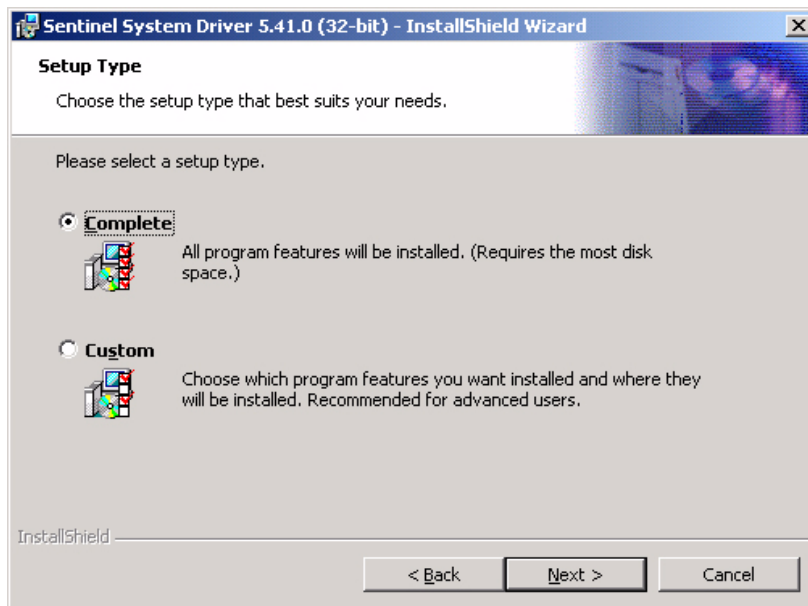


12. **Remove** all software sentinel keys from the USB port before continuing. Click **Install** to continue.

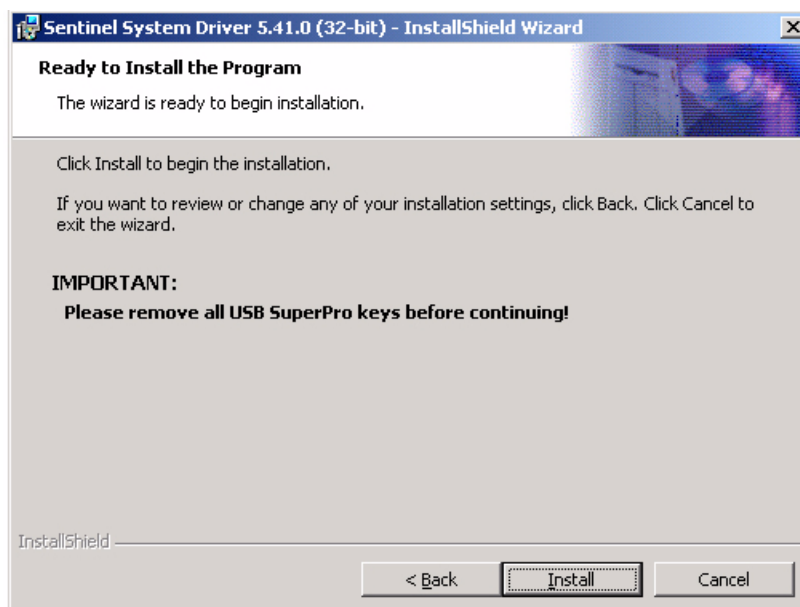


13. Select **I accept the terms in the license agreement**, and the Next button will become

available. Click **Next >** to continue.

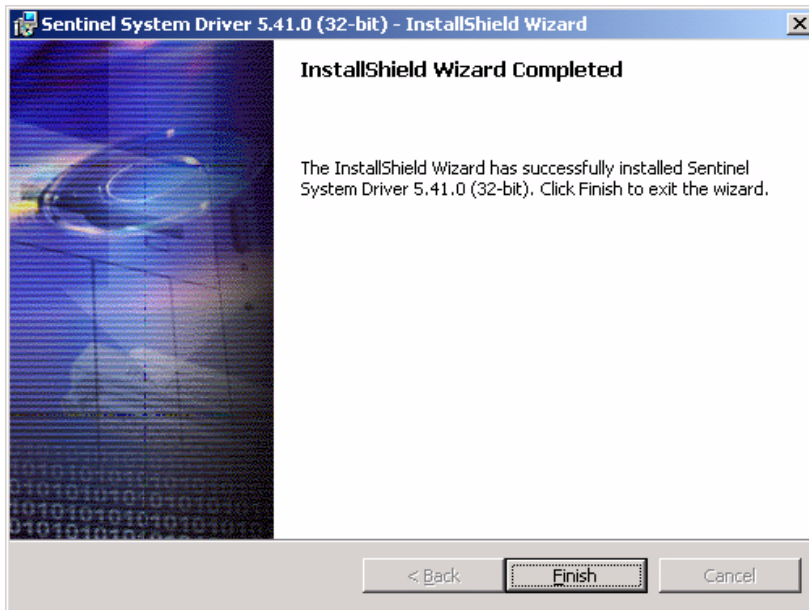


14. Select **Complete**, then Click **Next >** to continue.



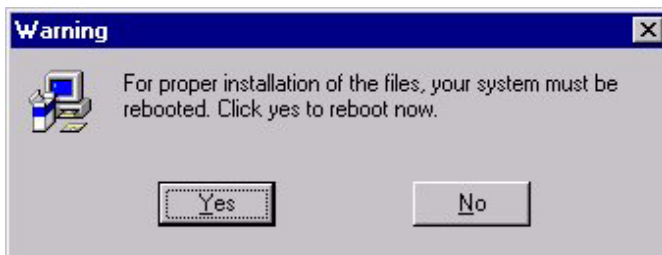
15. Remove USB sentinel keys before continuing, then Click **Install**. A screen with a progress bar

will display while the Sentinel Driver files are installed.



16. Click **Finish**.

17. You will now be returned to the desktop and the following message will display.



18. You must restart your PC for the TOPAZ software to be activated. Click **Yes** to reboot your system.

This ends the installation steps for a workstation.

To start TOPAZ, double-click on the **TOPAZ** icon on your desktop.

Modify a Workstation

After the software is installed on a workstation and you run the TOPAZ software (which connects the workstation to the server), you can make changes to any workstation, including the one being used. This means you can set the functionality for a workstation from that workstation, as long as you have the proper user permission level.

You can select the information for any workstation by selecting its name from the right side of the screen under **Workstation**. This will display on the screen the information for that workstation.

Workstation Name

The Workstation Name is used to identify a workstation and may have up to 32 characters. You may have only one (1) workstation on the system and it must have a unique name to identify it from the server workstation.

NOTE: It is not recommended that you modify the Workstation Name.

Internet (TCP/IP) Address

The server must know the Internet (TCP/IP) Address of the workstation to allow the workstation to log-on. This TCP/IP address is setup automatically the first time the Workstation runs the TOPAZ software. If you are not sure about the TCP/IP address, contact your Network Administrator.

NOTE: It is not recommended that you modify the Internet TCP/IP Address.



Caution:

If the TCP/IP address of the server currently being used is changed. The workstation will no longer communicate. The next time a request is sent to the Host the workstation will not receive a response. The Host will send the information requested to the original, not the new TCP/IP address. If the TCP/IP address is changed, the new TCP/IP address must be entered from the Host.

Event Printer Configuration

To select an event printer, click on the drop-down list and click on the name of the local printer. The Event Printer will print all events that are generated by the system. The default is "None".

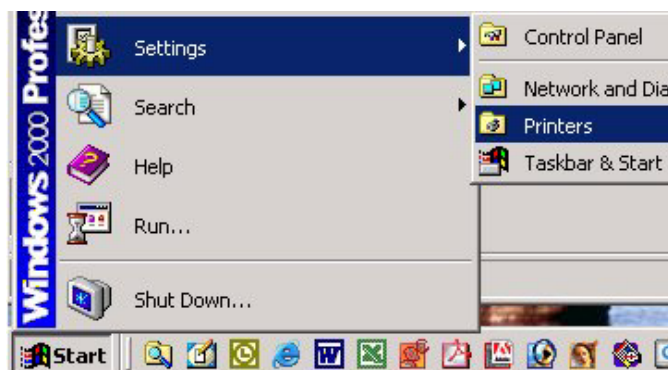
If no printer is listed, you need to configure a local printer connected directly to the workstation.

You cannot select the same printer for both Event Printer and Report Printer. You must use two different printers. After you configure the local printer properties you can select the Event Printer under **Hardware – Workstation**.

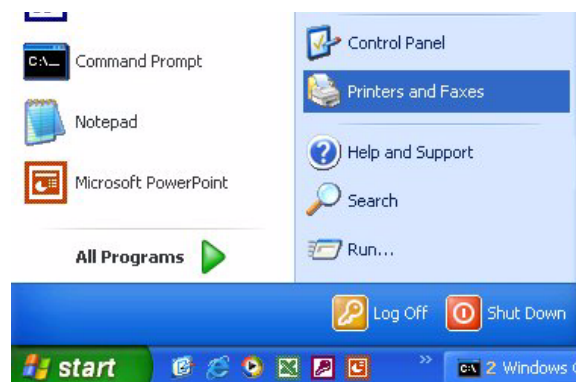
Set the properties for the local printer available to this workstation.

Do the following to configure the properties for the event printer.

1. Click the **Start** button and select **Settings**, and then **Printers**.

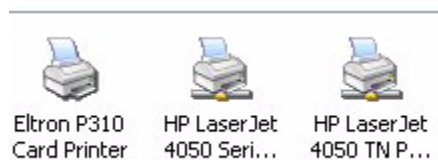
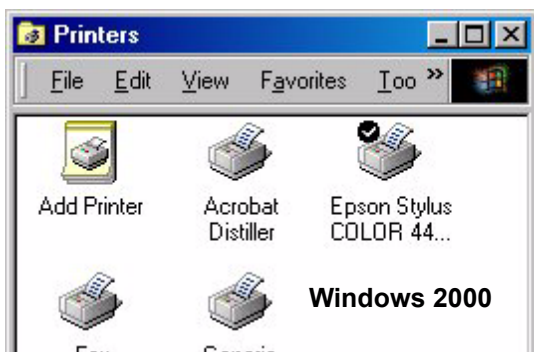


Windows 2000

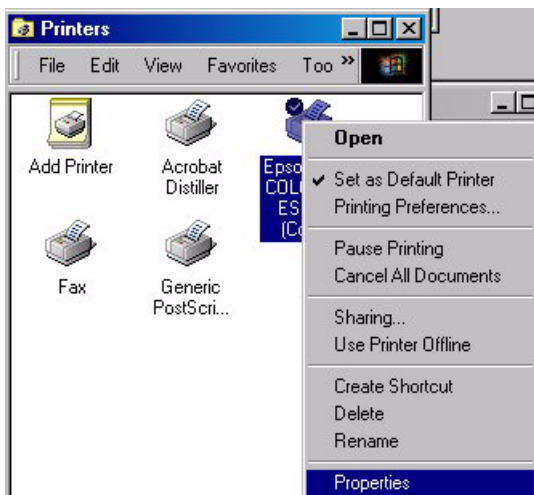


Windows XP

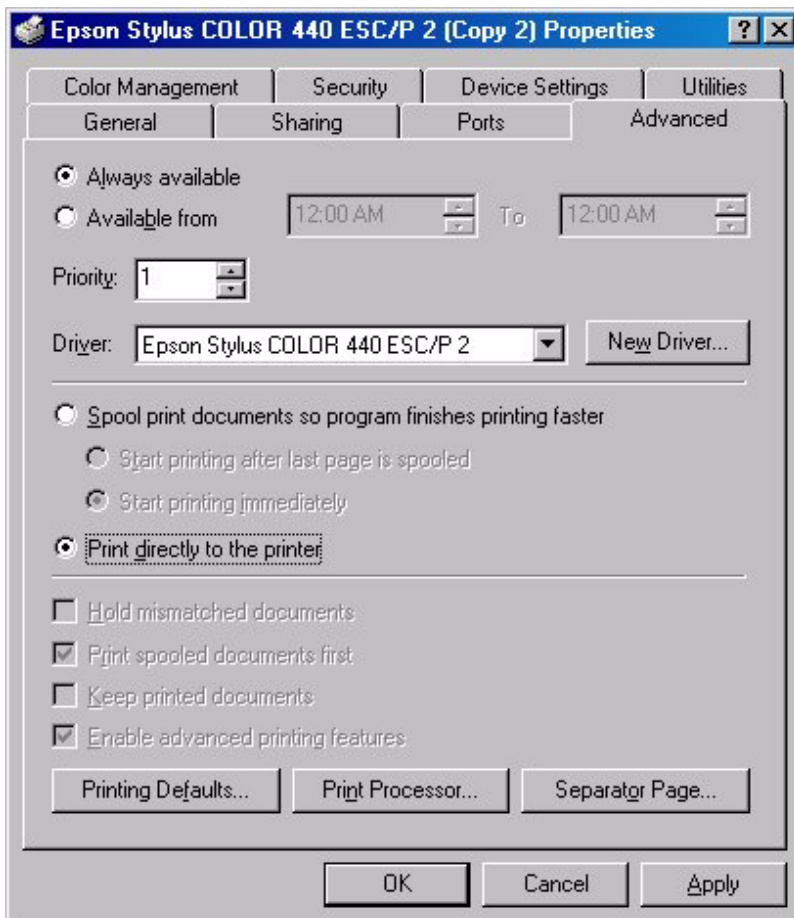
2. Click on **Printers**.



3. Right click on the printer icon that is directly connected to your workstation and click on **Properties**.



4. For windows 2000 click the **Advanced** tab.



5. Click the radio button to the left of **Print directly to the printer** to select it.
6. Click **OK** button.
7. Close the Printers window.

Setup is now complete and you can now select the events printer in the Event Printer field on the Workstation Page.

Report Printer

If you want to print reports, a Report Printer must be selected. The drop-down list will show all configured printers listed that have been added to the workstation. The default is "None". Select a printer by clicking on it.

If there are no printers listed to choose from, you need to set the properties of a printer available to this workstation. It can be either a local printer connected directly to the workstation, or a network printer. You cannot select the same printer for both Event Printer and Report Printer. You must use two different printers.

If you want to set a printer to spool reports:

1. Click on the Windows Start button.
2. Click on Settings.

3. Click on Printers.
4. Click on Add Printer and select the printer for reports.
5. Click on the Scheduling tab.
6. Under "Spool print documents so program finishes printing faster", select **Start printing after last page is spooled**. The Reports printer must wait to print until the entire report is sent to the printer.

Now you can select the Report Printer under Hardware – Workstation.

Photo Badging

If you want to use Photo Badging at this workstation, click the box to place a check mark in it.

Alarm Graphics

If you want to use Alarm Color Graphics at this workstation, click the box to place a check mark in it.

Route Alarms To Workstation

Alarms assigned to this workstation can be temporarily rerouted to another workstation during certain times of the day and days of the week. To select a workstation to temporarily route this workstation's alarms to, select that workstation from the drop-down list.


This routing can also be used to manually reroute alarms at anytime by selecting the workstation you wish to route the alarms to and then set the time schedule to route to the default of "Always" in the next field.

Routing Time Schedule

If you have selected a workstation in the above field to route alarms, you must also select the time schedule for the routing to start and end. Select from the drop-down list any pre-configured Time Schedule during which you wish to reroute alarms.


Alarm Ack Time Limit

You may select from the drop-down list the time limit allowed for the alarm to be acknowledged. The default is None (will not expire) and the options are 5, 10, 15, 20, 25, 30, 45 seconds, and 1, 1.5, and 2 Minutes. After the timer expires at the **Alarm Workstation**, then the **No ACK Workstation** signed in the Alarm Point Setup will receive the alarm for acknowledgement

After all the changes have been made to the Workstation page, you must click on the  **Save/Add** button in order for the changes to be saved to the Server PC's database.

You will receive one of the following messages.


- If **Operation Complete** is displayed, then no further changes are needed.
- If **Duplicate Record** is displayed, then the Name entered for the workstation has been repeated. Use a new name and try saving again.
- If **Operation Failed** is displayed, then a required field was not entered. Enter the field and try saving again.


At any point if you wish to clear out all the entered information click the  **Clear** button at the bottom right side of the window.

Delete a Workstation

To permanently delete a workstation from the system, you must:

1. Delete the TOPAZ software from the workstation computer.

2. On the server, under **Hardware, Workstation**, select that workstation by name.
3. Press the  Delete button.
4. A message **Are you sure you want to delete this record?** will display. Click **OK** to continue.
5. The workstation name will be deleted from the list and the message **Operation Complete** should display.

At any point if you wish to clear out all the entered information click the  **Clear** button at the bottom right side of the window.



Caution:

Clicking the Clear button before clicking on the Save button will delete newly entered data.

Field Panel Page

The **Field Panel** pages allow you to do the following.

- Add New Field Panel
- Modify Field Panel
- Delete Field Panel

These pages have three sub-pages.

- Setup (default page)
- Dial-up
- Elevator

They are used to configure more specific information for the field hardware.

To navigate to the **Field Panel** pages while in any Hardware page, click on the **Field Panel** tab button at the top of the window, or from the main Hardware screen click the **Field Panel** button on the right side of the screen. The following page will display.

Field Panel Setup

The **Field Panel Setup** page is used specifically for adding or modifying new hardware. Here is where you configure the ACU's address, serial number, communications port, off line message, and expansion modules.

Add Field Panel

NOTE: Before adding a new panel, detailed information on the panel from the installer is required, such as location, type of panel, address, communication protocol, etc.

Start by clicking the  button and enter the following information for the new field panel.

1. **Panel Name** - Enter a name for the field panel (up to 15 characters).
2. **Panel Type** – The only selection will be ACU. In future software versions there will be more selections available to select from a drop-down list.
3. **Maximum Readers** – Select the maximum number of readers that this panel may be configured for: 2, 4 or 8.
4. **Polling Address** - Set the **Address** of the ACU panel by clicking on the address from the drop-down list. Notice that the list has numbers 0-9 and then A-F. The address is set in what is called “Hex” or Hexadecimal numbers with 0-F equivalent to 0-15 respectively. The Polling Address must match the address of the field panel.

The polling address is manually set with a rotary or DIP switch in the field panel and should have been set when it was installed. If you are not sure of the address contact the installer of the panel.

5. **Active** - If the ACU panel is "Active", click on the box to show a check mark.


If the Host PC should start (polling) communicating with the Panel after saving the configuration to the Host, then click on the box to the right to place a ☒ check mark in the box. This will indicate the field panel will be active.

If no check mark is placed in the box (default) the configuration for the panel can be saved, but the Host PC will not start polling the panel. At a later time this field can be changed to have the Host start polling the panel.

This is very useful when you would like to configure panels in advance, before the installation of the panels or communication connection.

6. **Server COM Port** - From the drop-down list select the computer communication port that the field panel will communicate to.

COM1 - The physical communication port on the back of the PC.

NOTE: If you need to setup a Com Port click on the  link arrow. This will open the Com Port setup page in an additional window. When setup has been completed, close the window by clicking the Save button.

7. **Serial Number** - The serial number is a unique number for each field panel and is only required for dial-up panels. The serial number can be found on the documentation that came with the field panel or on the board inside the field panel.
8. **Elevator Operation** - If the field panel is going to be used for Elevator Control, click on the box to the right placing a ☒ check mark in the box. If not, leave the default of no check mark.

NOTE: If Elevator Operation has been activated, additional information must be configured on the Elevator page.

9. **Panel Polling Delay** - If the TCP/IP or Server COM Port routinely give time-out error messages, you can set a panel polling delay longer. The default value is zero for dedicated


(direct connected) panels. Set the delay at .5 for all LAN and Dial-up panels.

**Caution:**

Never set the delay longer than necessary. For example, if you set the delay to 5 sec and the panel is not communicating, the server will wait the 5 seconds before giving up and going to the next field panel. This could delay an event from being reported to the workstation.


10. **Expansion Modules** – Set up the expansion devices that are connected to the ACU on the Expansion Port. You can select an Input or Output module for addresses 4, 5, 6, and 7. For example, an input module would be a RIM and an output module would be a RRM. The address is set on the board at time of installation. If you are not sure of the board address, contact the installer.
11. **Configured Panels** - This list is used when you wish to select an existing panel to modify or check its configuration. See "Modify Field Panel" below.
12. **Description** - Enter the Description of the Field Panel. This can be up to 60 alphanumeric characters describing the panel location or name of the areas of the building or site that it controls.

For example: "ACU - Building 546 / Rm#2343 - Research Lab & Check Distribution Center".

After all the changes have been made to the Panel page, you must click on the  **Save/ Add** button to save the changes to the server's database.

You will receive one of the following messages.

- If **Operation Complete** is displayed, no further changes are needed.
- If **Duplicate Record** is displayed, then the Panel Name has been repeated. Enter a new name and try saving again.
- If **Duplicate Polling Address** is displayed, then a field panel with the same polling address already exists. Check to make sure the correct address for the panel was selected.
- If **Operation Failed** is displayed, then a required field was not entered. Enter the field and try saving again.

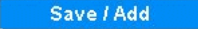
At any point if you wish to clear out all the entered information click the  **Clear** button at the bottom right side of the window.

**Caution:**

Clicking the Clear button before clicking on the Save button will delete newly entered data.

Modify Field Panel

1. To modify a Field Panel you must first select the panel to be modified. Do this by clicking on the name of the Field Panel in the list to be modified in the "Configured Panels" window on the right side of the screen.
2. Wait for the panel's configuration information to be displayed in the main window and the Panel description to be displayed in the "Description" window below the "Configured Panels" window.

3. Make any necessary changes to the selected field panel's configuration.
4. Click the  **Save/Add** button.
5. The message **Operation Complete** should be the message displayed and no further changes are needed.

NOTE: The name of the field panel cannot be modified. You must delete the panel and add it using the new name.

Delete Field Panel

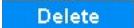



Caution:

DO NOT delete a field panel until all associated readers, alarm points and relays have been deleted from the panel first.

1. To delete a Field Panel from the System you must first select the panel to be deleted. Do this by clicking on the name of the Field Panel in the list of Configured Panels to be deleted.

NOTE: In order to delete a Field Panel, you must first delete all readers, alarm points, and relays on that panel. Then you can delete the panel.

2. Wait for the panel's configuration information to be displayed in the main window and the panel's description to be displayed in the "Description" window below the "Configured Panels" window, and then click the  **Delete** button.
3. A message **Are you sure you want to delete this record?** will display. Click **OK** to continue.
4. If a message **Device cannot be deleted with Readers Defined** appears, then shutdown the field panel and deleted it from the "Not Found" box in **Hardware, Auto Configuration**.
5. One of the following messages should display.
 - If **Operation Complete** is displayed, then no further changes are needed.
 - If **Operation Failed** is displayed, then a required field was not entered. Enter the field and try deleting again.

At any point if you wish to clear out all the entered information click the  **Clear** button at the bottom right side of the window.



Caution:

Clicking the Clear button before clicking on the Save button will delete newly entered data.

Dial-up Page


The **Dial-up** Page allows you to configure a dial-up connection from the ACU panel to the server.

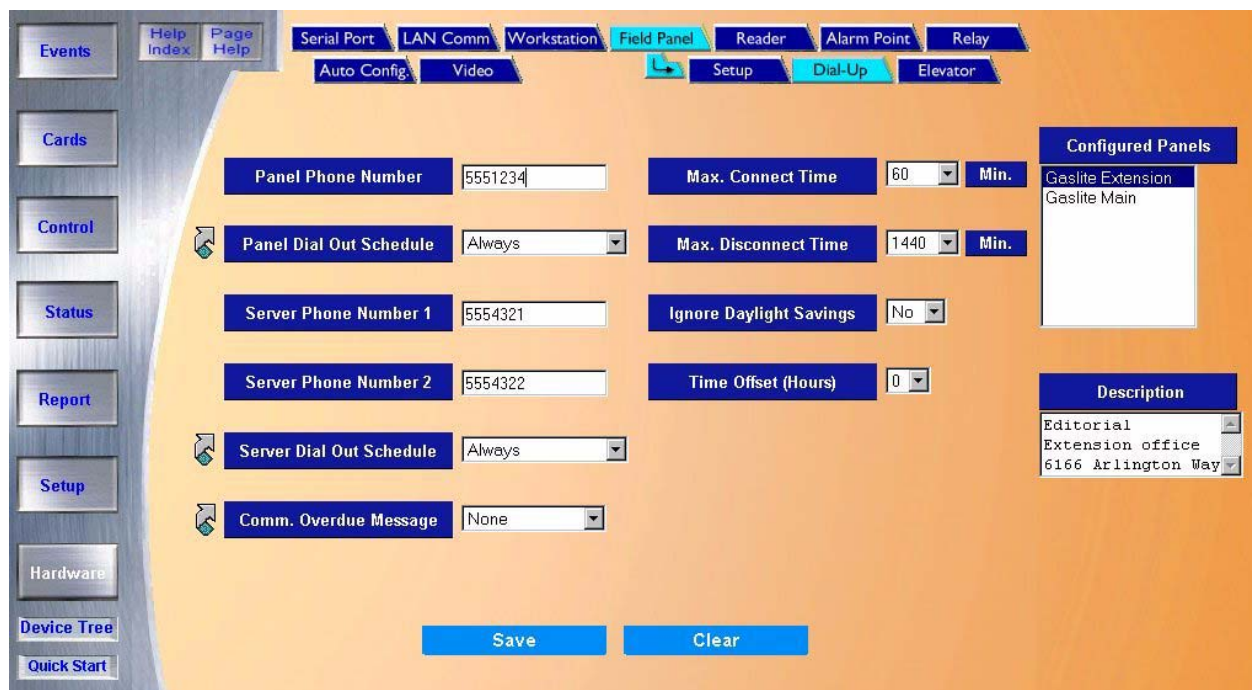
Dial-up communication is used when an ACURT Panel is connected to a standard voice dial telephone line and the server PC has an external US Robotics modem connected to its RS232 communication port. The PC is configured to dial the phone number connected to the ACURT in order to download new information. The ACURT panel may also Dial-up the Host PC to report alarms or download events.

When using Dial-up communications to an ACURT field panel you must install an external modem at the server. The Topaz Software will ONLY support the (USR) US Robotics 33.6 faxmodem or the 56K V.90 faxmodem, Sportster modem models 0701 (005686-03) or 0459 (00083907).

For more information on setting up the external modem set *External Modem Setup* later in the chapter

To navigate to the **Dial-up** page from within the Field Panel pages, click on the **Dial-up** tab button. The following page will display.

NOTE: If you see a message **Panel with “dial-up” Server COM Port must be selected** then you have not selected a port in the **Server COM Port** field that is configured as a dial-up port. To do this, click OK and then click on the  link arrow next to **Server COM Port**. On the Serial Port window, select a **Serial Port** on the right. Under **Port Connection Device**, select the device that is configured for dial-up. Press the **Save** button.



To configure a field panel for dial-up follow the procedure below.


Panel Phone Number

Enter the standard dial-up telephone number that the panel is connected to the server, for example, “555-1234” (without the quotes). If you must “dial out” to get an outside line first and you need to first dial a number such as “9” followed by a pause, enter the number as “9,555-1234”. The comma is needed for a pause. If you must dial long distance, insert a “1” before the area code, for example, “9,1-799-555-1234”.

Panel Dial Out Schedule

Set the Time Schedule that the panel can dial out to the host. For more detailed instructions on how to set up a Time Schedule, see "Setup - Time Schedules" on page 7-7.

For example, if the time schedule is set for Monday - Friday from 06:00 - 18:00, then after 6 P.M. at night until 6 A.M. and all day Saturday and Sunday the panel would not be allowed to contact the host PC.

NOTE: If you need to setup a dial out Schedule click on the  link arrow. This will open an additional window with the Time Schedule setup page to allow you to setup additional Time Schedule. When setup has been completed close the window by clicking the **Save** button.

Server Phone number 1

Enter the primary phone number for the ACU panel to call the Server.

Server Phone number 2

Enter the secondary or backup phone number for the ACU to call the Server.

Server Dial Out Schedule

Enter the Time Schedule for the server (Host PC) to dial out to the ACU panel. This time schedule is used to set when the server can contact the ACU to download new information. If you only want the download to occur at night you could set the time schedule for Mondays, Wednesdays, and Fridays from 20:00 - 23:59. This low-traffic time would be the only time that the server would contact the ACU and download new information to it.

Max. Connect Time

Enter the maximum time in minutes that the panel may stay connected. For example, if the time is set for "15" then at the end of 15 minutes the panel will automatically disconnect or hang-up. The default is 60 minutes.

Max. Disconnect Time

Set the **Maximum Disconnect Time** for the ACU panel. This ensures that the panel will be regularly updated. If the server has not communicated with the field panel for the time set, it will contact the ACU and send updates, download history events, etc. The default is 1440 minutes or 24 hours.

Ignore Daylight Savings

Select if daylight saving time is to be ignored **Yes** or **No** for this ACU only. If the ACU panel being configured is located in an area that does not observe Daylight Saving Time, then this field should be set to **Yes**.

Time Offset (Hours)

The **Time** Offset is the difference (in hours) between the server clock time and the ACU clock time, to enable you to adjust for time zone differences. For example, if the ACU is located in another part of the country where the time is 2 hours later, the time offset would be 2 hours.

Comm. Overdue Message

From the drop-down list select the message to be displayed anytime communication fails to the ACU. These messages are from the list of Alarm Instructions configured under **Setup / Alarm Options / Alarm Instructions**. For information on how to configure a message, see "Setup/Alarm Options - Instructions",

page 7-29. For information on how to generate a list all the configured Instruction messages, see “Reports - Instruction Message Setup Report” on page 6-24.

Save

After all the changes have been made to the Dial-up Field Panel page you must click on the

Save

Save button for the changes to be saved to the server's database.

You will receive one of the following messages:

- If **Operation Complete** is displayed, no further changes are needed.
- If **Operation Failed** is displayed, then a required field was not entered. Enter the field and try again.

At any point if you wish to clear out all the entered information click the **Clear** button at the bottom right side of the window.



Caution:

Clicking the Clear button before clicking on the Save button will delete newly entered data.

External Modem Setup

The switches on the back of the modem must be configured with switches 5 and 6 set to the UP position, all others should be in the down position as shown to the right.



NOTE: You will NOT need to install the modem or drivers in Windows.

When you power up the external modem LEDs AA, TR, and CS should be illuminated, all other should be off.

Software Setup

After installing the modem make sure dial-up panels are configured in the Topaz server software as SCP Dial-Up, set to 9600 baud, No parity and Active.

From Control and Service Functions, you must setup the modem. Choose Initialize - Test Modem and Serial Port and say Go. The modem LEDs SD and RD should blink several times. This sends the correct AT commands necessary for the modem to work correctly.

NOTE: It is recommended you use a minimum of two dial-up ports/modems for data and alarms. As the system grows or as the alarm load increases, it may be necessary to use more Server modems to handle the traffic.

The Topaz systems administrator will also need to know the ACURT2 or ACURT4 Controller's Serial Number.

For additional information on dial-up communication see *Dial-up Modem (Optional)* in the *Topaz Hardware Installation User Guide*.

Elevator Control

- Overview
- Configuring the Elevator Control
- TOPAZ Field Panels and Elevator Control
- Cab Setup
- Floor Definitions

Overview

The Elevator Control Software (ECS) is an enhancement that allows TOPAZ to manage floor access. This feature is turned on in the Field Panel configuration page. TOPAZ associates cab and floor numbers with a security area and a relay.

Once a field panel is configured for the elevator control function it can only be used for elevator control. The relays on an elevator control field panel are always in the activated (on) state. A valid access will deactivate the relay(s) for the authorized floor(s) on the cab being used.

The Elevator Control Software can support up to all 32 readers configured as elevator cabs even if the cabs are in different buildings. Elevator cabs used in conjunction with this feature should be equipped with card readers, which may or may not have keypads. Two (2) elevator cabs are supported per ACURT2 field panel and four (4) elevator cabs are supported per ACURT4 field panel.

ECS controls access to different floors for each badge holder using security area (s)/group and time schedules per card per floor. The software verifies that the cardholder has access to the cab and floor combination. If access is allowed the system will send a momentary relay deactivation command to the elevator control panel.

Configuring the Elevator Control

Configuring the Elevator Control is a five-step process:

1. Install the specific hardware that supports elevator control. Install card readers in the elevator cabs and connect the control relays as the interface to the elevator control panel.
2. Define the field panel configuration used with the elevator cabs. You can configure any reader on an elevator ACURT2 or ACURT4 as an elevator cab reader. There is no special elevator configuration needed in the Reader Setup.

NOTE: Once an ACU is configured for Elevator Control it can only be used for Elevator Control.

3. Configure a Security Area for each floor that the elevator cab(s) will control access to.
4. Define the elevator cabs and floors accessible by the cab. Up to 40 floors can be configured by adding two (2) RRM's (address 6 and 7) to the ACURT4. For more information on this step, see "Elevator Floor Definition Page" on page 8-34.
5. Setup and configure the Elevator Control itself.

TOPAZ Field Panels and Elevator Control

The ACURT2 field panel has 4 onboard relays and the ACURT4 has 8 onboard relays. The ACU can have two (2) RRM's added for a maximum of 36 or 40 relays maximum for elevator control. The relay numbering will be different depending on which ACU is used (see the relay numbering chart below).

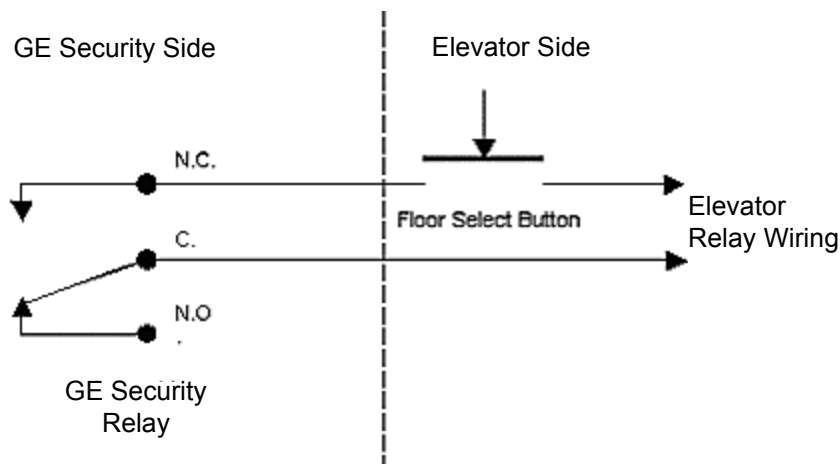
The example below is using an ACURT4 with one RRM (addressed #6). There are 3 Elevator Cabs controlling 4 floors each. Each Relay would be given a Security Area for access authorization. Each elevator cab must have its own reader. When a card is read in Elevator Cab 2 and the user has access to Areas "Records" and "Accounting" then only relays 4 and 5 would operate.

NOTE: Only RRM's addressed 6 and 7 can be used for ACUs configured for elevator control.

Elevator Relay Numbering

Relay Numbering for Elevator Control		
	ACURT2	ACURT4
Onboard ACU	0 – 3	0 – 7
RRM Address 6	4 – 19	8 – 23
RRM Address 7	20 – 35	24 – 39

Elevator Relay Interface

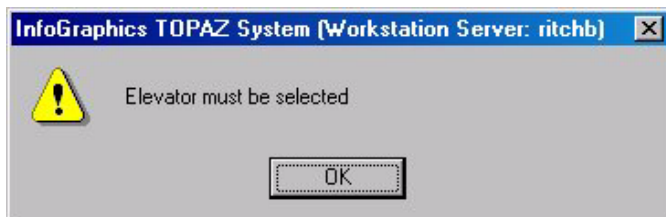


NOTES:

- When an ACU is used for Elevator Control, all of its relays are set to energized when not selected. If the ACU were to fail, all floors will be enabled. (Fail Safe)
- Some older elevators require the relay to be activated longer. If this is necessary, in the software set the Door Bounce Timer to 2 seconds. This should take care of any additional delay required by the elevator.

Elevator Cab Setup

To navigate to the **Cab Setup** page from any page in the **Field Panel Setup** pages, on the **Setup – Field Panel** page, first make sure you have a panel selected and **Elevator Operation** selected. If you don't, when you try to select **Setup – Field Panel – Elevator**, you will get the “Elevator must be selected” message:



After selecting Elevator Operation, click on the **Elevator** tab button at the top of the window. The following page will display.

NOTE: If you entered data on a new field panel to be used with the elevator cab, you must first save the data on the panel before you can assign cab readers to this elevator device.


Elevator Cab Name

Enter up to 21 alphanumeric characters for the name of the elevator cab.

Elevator Cab Reader

Select from the drop-down list the reader that will be assigned to the elevator cab.


NOTES:

- If you need to setup an Elevator Reader click on the  link arrow. This will open an additional window with the Reader setup page to allow you to setup additional Readers. When you press the **Save** button, the window will close and you can continue working in Elevator Cab setups.
- If you configure a new field panel from the Reader Setup page, you **must save** that new panel's data. If you do not, you will not be able to attach that reader to the elevator.

Starting Relay Number


Select from the drop-down list the first relay for that cab. For a given cab, the relays must be assigned in sequence and a single relay number cannot be used for more than one cab. The relay numbers range from 0 to a maximum of 35, for a maximum of 36 relays per ACURT2 and from 0 to a maximum of 39, for a maximum of 40 relays per ACURT4 field panels. For example, if you have 3 elevator cabs serving the same 9 floors of a building, you might assign relays 0-8 for cab 1, relays 9-17 for cab 2, and relays 18-26 for cab 3.

NOTE: The drop-down list will contain only those relays that are appropriate for the selected ACURT2 or ACURT4 panels.

After all the changes have been made to the Cab setups page you must click on the  **Save** button in order for the changes to be saved to the server PC's database.

You will receive one of the following messages.

- If **Operation Complete** is displayed, no further changes are needed.
- If **Duplicate Record** is displayed, then the Elevator Cab Name has been repeated. Enter a new name and try again.
- If **Operation Failed** is displayed, then a required field was not entered. Enter the field and try again.

At any point if you wish to clear out all the entered information click the  **Clear** button at the bottom right side of the window.

Elevator Floor Definition Page

The **Elevator Floor Definition** page allows you to setup the relay links to floors and Security Areas for access authorization.

To navigate to the **Floor Definition** page from any page in the **Field Panel** Setup pages, click the **Elevator** tab button at the top of the window and then click the **Floor Def.** tab button. The following page will display.

Relay #	Floor Name	Security Area
0	Administration	AREA 1-1-0
1	Engineering	AREA 1-1-1
2		None
3		None
4		None
5		None
6		None
7		None
8		None
9		None
10		None
11		None
12		None
13		None
14		None
15		None

Floor Definition

The column of relay #s on the left of the page are Relay #s in the ACU panel. Floor Names and Security Areas for authorization will be assigned to each relay that is used.

Relay

Topaz allows up to 36 relays (0-35) in the ACU panel in the column on the left of the window. The blue panel on the left of these relays indicates the location and relay number on the selected panel. This will make linking the correct floor to the correct relay easier. You will need to know which floor button in the elevator cab corresponds to which ACU relay. If needed, use the scrollbar on the right side of the window to navigate down to all 36 relays.

NOTE: Different cabs may skip relays/floors.

Floor Name


Enter the **Floor Name** (up to 32 characters) to identify the floor that the relay is linked to. For example, "Floor 2".

Security Area

Select the pre-configured **Security Area** from the drop-down list by clicking on the arrow to the right of the **Security Area** field and then click on the name to select the **Security Area** for authorization.

If a **Security Area** is not selected before saving the page, the Floor Name will not be saved.

NOTES:

- The name of the security area for elevator control must be a number such as “3”, not “Floor 3”.
- If you need to setup a Security Area click on the  link arrow. This will open an additional window with the Security Area page. When setup has been completed close the window by clicking the **Save** button and continue working in the Elevator Floor screen.

Assigning relays to the floors

For each relay that electronically selects a requested floor enter a name for that floor. For information about wiring the ACU, see the *Topaz Hardware Installation Guide* page 4-29. Next to the floor name select the Security Area that belongs to this floor. A Security Area must be configured for each floor that will be controlled by the panel. Assign the floor name and Security areas in sequential order.


If there are no Security Areas in the drop-down list, then you must first create your site's security areas by going to Setup page, then Security Areas. For more details on how to configure a Security Area, see “Setup - Security Areas” on page 7-10.

Configured Panels

You can select a field panel by clicking on the name listed.

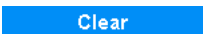
Description

You can enter or change the description of this field panel.

After you have completed assigning the floors and Security Areas, click on the  **Save** button for the data to be saved to the Server's database.

You will receive one of the following messages:

- If **Operation Complete** is displayed, then no further changes are needed.
- If **Operation Failed** is displayed, then a required field was not entered. Enter the field and try again.

At any point if you wish to clear out all the entered information click the  **Clear** button at the bottom right side of the window.



Caution:

Clicking the Clear button before clicking on the Save button will delete newly entered data.

Elevator Public Access

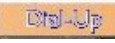
The **Elevator Public Access** page allows you to define multiple public access scenarios for elevators. At the start of the time schedule, elevator buttons associated with the selected security areas will be enabled allowing anyone to have access to those elevator floors.

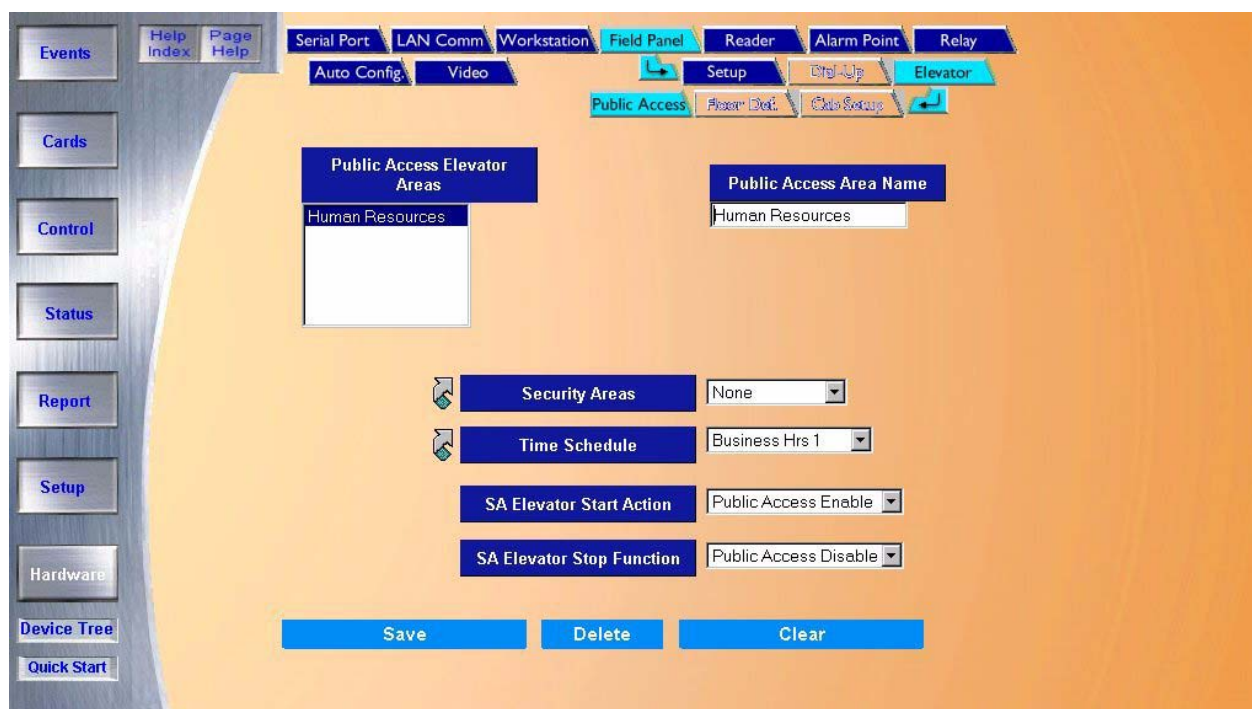
On this page you can:

- Add an Elevator Public Access
- Modify an Elevator Public Access
- Delete an Elevator Public Access

For an overview on the Elevator Control, see Overview on Elevator Control on page 8-30.

To navigate to the **Public Access** page, from any page in the **Field Panel** setup pages, click the **Elevator** tab button at the top of the window and then click the **Public Access** tab button and the following page will display.

NOTE: After clicking the Public Access tab the tabs for **Dial-Up**, **Elevator**, **Floor Def.**, and **Cab Setup** will no longer be available and will appear like this example, . To access these tabs again you must first click back on the Field Panel /Setup tab.



Public Access Elevator Area

This is a list of Public Access Elevator Areas that have been configured. If you have not configured any areas yet, the list will be empty. To modify an existing area, click on the name in the list to select it. The following information will assist you in configuring new areas.

Public Access Area Name

Enter the name of up to 26 characters for the public access area. This will indicate the Security Area that will be open to the public during the selected time schedule.

Security Areas

Select a Security Area from the list by scrolling through the list and clicking on the name of the area so it is highlighted. Only elevator security areas will appear in this list.

If you need to set up a Security Area, click on the  **Link Arrow**. This will open an additional window with the Security Area set up page to allow you to set up additional Security Area. When set up has been completed close the window by clicking the **Save/Add** button.

Time Schedule

Select from the drop-down list the Time Schedule for this elevator public access area. The Default is "Always".

If you need to set up a Time Schedule, click on the  **Link Arrow**. This will open an additional window with the Time Schedule set up page to allow you to set up additional Time Schedules. When set up has been completed close the window by clicking the **Save/Add** button.

SA Elevator Start Action

There are two actions that are available for Elevator Start Action. Select the action that will occur when the Time Schedule starts from the drop-down list. Options include:

- Public Access Enable (default)
- Public Access Disable

SA Elevator Stop Function

There are two actions that are available for Elevator Stop Function. Select the action that will occur when the Time Schedule ends from the drop-down list. Options include:

- Public Access Enable
- Public Access Disable (default)

Clear


At any point if you wish to clear out all the newly entered information, click the **Clear** button.



Caution:

Clicking the Clear button before clicking on the Save button will delete newly entered data.

Save/Add

Once all the information has been added, click the  **Save/Add** button.




Caution:

Do not click the **Save/Add** button, as this will overwrite the original record rather than create a new record.

One of the following messages should appear:

- If **Operation Complete** is displayed, no further changes are needed.
- If **Duplicate Record** is displayed, then the Public Access Name has been repeated. Use a new name and try saving again.
- If **Operation Failed** is displayed, then a required field was not entered. Enter the field and try saving again.

Delete

1. To delete a Public Access Area, select the area to be deleted.
2. Click the  **Delete** button.

The message **Are you sure you want to delete this record?** will display.

3. Click **OK**.

The message **Operation Complete** will display

Readers

Reader Setup Page

The **Reader Setup** page allows you to add, modify, or delete readers, including configuring the reader address, name, description, unlock time, security area, etc.

There are two reader setup pages

- Reader Setup Page
- Reader Options Page

To navigate to the **Reader Setup** page from any Hardware page click the **Reader** tab button in the navigation bar at the top of the main window, or from the main Hardware screen click the **Reader** button on the right side of the screen. The following page will display.

Add Reader

Reader Name

Enter the **Reader Name** of up to 12 alphanumeric characters, for example, "Lobby Door" or "Parking Gate".

Reader Number


Select the **Reader Number** from the drop-down list of 0-7 by clicking on the number. This number is the address where this reader is connected on the reader board. If you are not sure of the address contact your installer.

Unlock Time (Seconds)

The **Unlock Time** is the amount of time the door lock is to stay unlocked allowing the cardholder to open the door. Type the number of seconds directly into this field. The range of times that can be entered is 0-255. The default is 6 seconds.

Field Panel

From the drop-down list select the ACU Panel that the reader communicates with or is connected to. If you are not sure of which panel the reader is connected to contact the installer.

NOTE: If you need to setup an ACU Field Panel, click on the  link arrow. This will open an additional window with the Field Panel setup page to allow you to setup additional Field Panels. When setup has been completed close the window by clicking the **Save** button.

Held Open Time (Seconds)


The **Held Open Time** is the number of seconds that the door can remain open after a granted access before an alarm is generated. The options are 15, 30, 45, 60, 90, 120, 180, 240, 300, 600, or 999 seconds. The default is 15 seconds.

NOTE: For the **Held Open Time** option to work, a door-monitoring device must be installed, connected, and configured.

Card Format

If you are using access cards with this TOPAZ system, then select the **Card Format** from the drop-down list. If you are not sure of the format on your cards contact the installer. The possible options are:

- Standard Wiegand
- Standard Mag Stripe


NOTE: If your card format is not one of the Standard Wiegand or Mag Strip formats, you will need to setup a Variable Card Format. Click on the  link arrow. This will open an additional window with the Variable Card Format setup page to allow you to setup Variable Card Formats. When setup has been completed close the window by clicking the **Save** button.

PIN Required

If there is a keypad on the reader being configured and you wish to require the cardholder to use a PIN, select **Yes**. If the reader does not have a keypad or the PIN is not going to be used, select **No**.

Security Area

Select the **Security Area** from the drop-down list of predefined security areas that the reader will be associated with. For example, if the reader is the Main Door to the Research Lab, then it may be assigned to an area called "Research Lab". Later when giving access authority to a cardholder they may be given the "Research Lab" as an area of authorized access.

NOTE: If you need to setup a Security Area click on the  link arrow. This will open an additional window with the Security Area setup page to allow you to setup Security Areas. When setup has been completed close the window by clicking the **Save** button.

Door Contact

Select this box if the door that the reader is controlling has a contact and you wish that contact to be used to monitor the door status. The default is to have a checkmark in this box. If the door contact is not going to be used, click on the check box to remove the check mark.

Door Contact Zone

Select the alarm point to be used as the door contact. By default the field panel will use the zone at the reader.

Paired Readers

If two readers are connected to the same door, on opposite sides of the door, you can configure them as "Paired Readers". To do this, for each door:

1. Both readers must be controlled by a single ACU.
2. **Door Contact** must be used.
3. Select the same **Door Contact Zone** for both readers.

IKE Reader

If the reader you are configuring is an IKE reader you will need to check this box in order for the reader to work properly to activate and deactivate alarms.

Door Bounce Delay

Door Bounce Delay allows you to select a delay from 1-7 seconds for the forced open alarm. This prevents a false alarm from occurring, for example when the door closes too quickly and the pressure from the hydraulic door closer allows the door to bounce open again before securing.

NOTE: If using Elevator Control, some older elevators require the relay to be activated longer. If this is necessary, in the software set the Door Bounce Timer to 2 seconds. This should take care of any additional delay required by the elevator.

IKE Allows Ingress

This field only appears if IKE Reader is selected above. In some security applications, alarms can only be masked from inside the area. When this is the situation, and this IKE reader is used to enter the security area, click on the check box. The IKE reader will allow the authorized cardholder into the area, but will not mask the alarms.

Door Strike Relay

If you are using a relay other than the default selection for the door lock, select a relay number for the door strike by clicking on a relay number in the drop-down list. The default selection for reader 0 uses relay 16 located on the ACU reader 1 uses relay 18 and so on. For more information on relay addressing, see "Elevator Control" on page 8-30

Allow One Minute Grace

Select this option if you want the Door Held Open timer to extend for one additional minute after the normal Held Open time. During this time the reader's LEDs (and buzzer if equipped) will signal a violation. If the controlled door re-closes before the minute expires, the door Held Open Alarm cancels and is never sent to the Workstation.

Lock Type

There are two types of lock that are used in different situations depending on how the lock should respond to a power failure.

- **Fail Safe** – Select if the electric lock installed requires power to keep the door locked. If power were to fail the door would then automatically unlock.
- **Fail Secure** – Select if power would be required to unlock the door. In the normal condition with no power to the lock it would be locked. In the event of a power failure the door would remain locked.

Unlock Door on REX

Select this option when you want the reader door to unlock when a person initiates a Request To Exit (REX) the area. A button, motion detector, or other device may activate the Request to Exit. A Request to Exit is required so that a Forced Open Alarm is not generated when a cardholder exits an area that does not have an exit keypad or reader, but does have a door contact.

If the door is to unlock when the Request to Exit is generated, click on the box to the right. The door responds the same as if a cardholder has entered a valid card/PIN to access the area.

If the door has a crash bar which allows exiting without unlocking the door, remove the check mark from this box. This will allow the door to be opened from the inside but the alarm will be masked allowing the person to exit without generating a Forced Open Alarm.

Enter Card # by Keypad

The **Enter Card # by Keypad** will allow the cardholder to enter their card number by using the keypad. The number of digits set in this field represents the number of digits that are required for a card number to be considered complete. For example, if the card number is 4 digits (0000 - 9999) or less, the field should be set at 4 digits. A cardholder whose card number is less than required number must enter leading zeros, or can use the * key (for example, if the card number is 0032, you can enter 32*). The * key is only used for leading zeros, not trailing zeros, for example, it is not required for 3200.

The possible options are 4 Digits, 5 Digits, and 6 Digits. The default is Disabled.

Extend Held Open on REX

Select this option if you want the Held Open Timer to automatically extend for as long as the Request to Exit (REX) input is activated. The Held Open timer does not start counting until the REX is released. Select the feature by clicking on the box placing a check mark in it.

If not selected the Held Open Timer starts counting as soon as the door opens, and the timer will expire even if the REX stays activated with the door open. At the end of the time, an alarm would be generated.

Relock Door

- **After Door Opening** – Select if you want the door to be relocked as soon as the door opens.
- **After Door Closes** – Select if you want the door to relock only after the door closes. This option (if selected) will keep the door locked even after the set lock time and will only relock the door after the door is closed. This option is used for dead bolt and other similar type locks.
- **Relock Door on Strike Timeout** - Select if you want the door to remain unlocked (even if the door is still open) until the strike timer expires. The door cycle will also end at that time. End of cycle means that alarms are immediately enabled, including the 'forced open' alarm for doors with a door contact.

NOTE: If the door is monitored by an alarm contact, and the reader is set for 'Overlapped Access', and is open at the end of the door strike timer, then the 'Held Open' time will be used to end the door cycle, and a new card read will re-fire the door strike and restart the timers.

The above action requires the panel to have firmware version 5.79 (5 series) or 6.10 (6 series) or higher.


The first two of these options require a door contact to monitor door condition.

Magnetic Bond Sensor

Select this option when you want the third alarm point connection to work with some type of latch monitor sensor such as a magnetic Lock. When selected, alarm point number Z02 will be wired to the latch monitor. When not selected it may be used as a normal alarm point.

Workstation for Reports

Select from the drop-down list the server or Workstation to which the reports from the reader will be sent.

NOTE: If you need to setup a Workstation click on the  link arrow. This will open an additional window with the Workstation setup page to allow you to setup the Workstation. When setup has been completed close the window by clicking the **Save** button.

Overlapped Access


Normally after an access is granted the system must see the door closed before the reader will reset for the next cardholder. When this option is selected by placing a checkmark in the box, the reader will reset immediately after the first access request is made by a cardholder, allowing the next cardholder to access the reader without closing the door.

For this feature to work properly, a door contact switch should be installed and connected to the system to monitor the condition of the door.

Description

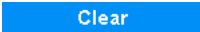
Enter the description of the reader, up to 50 alphanumeric characters. This could describe the location and area the reader protects.

Save

After all the changes have been made to the Reader Setup page you must click on the  **Save** button for the changes to be saved to the Server's database.

You will receive one of the following messages.


- If **Operation Complete** is displayed, then no further changes are needed.
- If **Duplicate Record** is displayed, then the Reader Number has been repeated. Enter a new number and try again.
- If **Operation Failed** is displayed, then a required field was not entered. Enter the field and try again.

At any point if you wish to clear out all the entered information click the  **Clear** button at the bottom right side of the window.

**Caution:**

Clicking the Clear button before clicking on the Save button will delete newly entered data.


Modify Reader

1. Select the reader to be modified from the Configured Readers list.
2. Make all the desired modifications to the reader.
3. Click the  **Save** button.
4. A message **Operation Complete** will display.

Delete Reader

**Caution:**

DO NOT delete a reader until all associated alarm points, cameras and relays have been deleted from the reader first.

1. To delete a reader from the system you must first select the reader to be deleted. Do this by clicking on the name of the reader to be deleted in the Configured Readers window to the right of the main window.
2. Wait for the reader's configuration information to be displayed in the main window and the reader description to be displayed in the Description window below the Configured Readers window.
3. After making sure that the correct reader to delete is selected, click the  **Delete** button.
4. A message **Are you sure you want to delete this record?** Will display. Click **Yes** to continue.
5. A message **Operation Complete** will display.
6. The reader will be removed from the list of Configured Readers.

NOTE: When deleting a reader the Alarm points for the reader will remain in the data-base. If the reader is added back into the system, the alarm points will be reassigned to the reader, unless you previously deleted the alarm points.

Reader Options Page

The **Reader Options** page allows you to set up automatic actions for the reader to perform and assign video switchers and digital video recorders to the reader.


To navigate to the **Reader Options** page from any Setup page click the **Reader** tab button in the navigation bar at the top of the window and then the **Options** tab button. The following page will display.

Reader Action Schedule

Select the **Time Schedule** for the **Reader Action Schedule**. This will allow the reader to enter the selected action at the **Begin Action** (beginning of the time schedule) and enter another selected Action at the **End Action** (end of the time schedule).

The selected **Begin Actions** and **End Actions** are as follows:

- **Access, No Keypad** - Only a valid card for access is required.
- **Access, Keypad** - Only a keypad is required for access.
- **Access, Company Mode** - Access will be granted if the Company Code on the card is correct.
- **Access, Facility Code** - Access will be granted if the Facility Code on the card is correct.
- **Lock Door** - Door will lock and no access will be granted for any cardholder.
- **Unlock Door** - Door will unlock.
- **Conditional Unlock** - This options keeps the door locked until a cardholder with **Authorized for Conditional Unlock** presents their card.
- **Turn On Keypad Enter** - Only a valid PIN is required for access.
- **Turn Off Keypad Entry** - A valid PIN is not required for access.

NOTE: If you need to make a new schedule, click on the  link arrow. This will open an additional window with the Time Schedule setup page to allow you to setup an additional Time Schedule. When setup has been completed close the window by clicking the **Save** button.

Duress Events Video Switcher

Video Switch Alarm Number

Enter the alarm number of the video switcher that should be activated when the reader's duress alarm is generated. This field requires a video switcher alarm input.

For more information on duress, see the "Glossary", page G-2.

Video Switch Preset

To activate a preset on the video switcher when the duress alarm is activated, enter the preset number of the video switcher that is to be activated.


Reader Alarm Video Recorder

Topaz allows cameras on digital video recorders to be linked to readers so that alarms generated at a reader can be recorded for investigation. See "Video Recorder" on page 8-63 for information on configuring a Digital Video Recorder.

First Camera


This is the first camera that is associated with an alarm event generated by this reader. Select the camera from the drop-down list of available cameras. See "Video Camera" on page 8-65 for information on configuring a camera.

Save

After all changes have been made to the Reader Options page click on the  **SAVE** button for the changes to be saved to the Server's database.

You will receive one of the following messages.

- If **Operation Complete** is displayed, then no further changes are needed.
- If **Duplicate Record** is displayed, then the Reader Name has been repeated. Enter a new name and try again.
- If **Operation Failed** is displayed, then a required field was not entered. Enter the field and try again.

At any point if you wish to clear out all the entered information click the  **Clear** button at the bottom right side of the window.



Caution:

Clicking the Clear button before clicking on the Save button will delete newly entered data.

Alarm Point Setup Page

The **Alarm Point** page is used to add, modify, or delete existing alarm points. The **Alarm Point** page has two sub-pages, "Setup" and "Options". They are used to configure more specific information for the alarm point.

- Alarm Point Setup Page
- Alarm Point Options Page

To navigate to the **Alarm Point** page within the Hardware pages, click on the **Alarm Point** tab button at the top of the window, or from the main Hardware screen click the **Alarm Point** button on the right side of the screen. The following page will display.

Add Alarm Point


Alarm Name

The **Alarm Name** field is used to designate the name to be used for an alarm point. It can contain up to 26 characters. For example, "Emergency Exit Door S/E"

NOTE: Each name must be unique from any other. No duplicate names are allowed.


Field Panel

The **Field Panel** field is used to indicate the ACU that controls this alarm point. Select the Field Panel from the drop-down list of pre-configured panels.

NOTE: If you wish to configure a field panel click on the  **Link Arrow** button to the left of the Field Panel field to open the Field Panel configuration page. Configure the Field Panel and click the **Save** button to return to the Alarm Setup page.


Security Area

The **Security Area** field is used to assign a security area to the alarm point. It is selected from a drop-down list of configured Security Areas.

NOTE: If you wish to configure a Security Area click on the  **Link Arrow** button to the left of Security Area field to open the Security Area configuration page. Configure the Security Area and click the **Save** button to return to the Alarm Setup page.


Alarm Categories

The **Alarm Categories** field indicates the category to which this alarm point is to be assigned. It is good to group alarms points into categories like "Held Open" or "Motion Det." so that the group can be recalled from history. It is selected from a drop-down list.

NOTE: If you wish to configure an Alarm Category click on the  **Link Arrow** button to the left of Alarm Category field and the Alarm Category configuration page will drop down. Configure the Alarm Category and click the **Save** button to return to the Alarm Setups page.

Alarm Instructions

The **Alarm Instruction** field contains the name of one of the configured Instruction Messages. It is selected from a drop-down list.

NOTE: If you wish to configure an Alarm Instruction click on the  **Link Arrow** button to the left of Alarm Instruction field and the Alarm Instruction configuration page will drop down. Configure the Alarm Instruction and click the **Save** button to return to the Alarm Setups page.

Alarm Workstation

The **Alarm Workstation** field links the alarm to a workstation where it will report for acknowledgement and processing. It is selected from a drop-down list.

No Ack Workstation

The **No Ack Workstation** field is used to route an active alarm if it is not acknowledged at its usual workstation. Select the workstation from the drop-down list of configured workstations. If your system does not have a workstation assigned the default will be the server.

Active

The **Active** field is used to indicate if the alarm point is active. Place a check mark in the box indicating alarm point is connected and the system is to start monitoring the point. The server will not start monitoring the point until the configuration is saved. If the point should not be monitored until a later time, leave the box unchecked. This allows the system to be programmed while the hardware is being installed without generating constant alarms.

Input Number (Address)

The **Input Number (Address)** field is used to indicate the location on the ACU to which the alarm is wired. If you are not sure what the alarm number is, contact the installer.

Priority

The **Priority** field indicates the level of importance this alarm should have. The range is 1 to 16. The default is to have 16 the highest priority. To change this to 1 being highest, click the **Priority 1 is Highest Priority** check box on the **Site Settings** page. See "Priority 1 is Highest Priority Alarm" on page 7-18.

For example, a Smoke Detector alarm might be given a higher priority number so it would be reported ahead of other alarms. The highest priority will appear at the top of the list in the alarm queue. The Duress alarm defaults to a priority 15 due to the usual setting that priority 16 is the highest priority.

User ACK Required

The **User ACK Required** field is used to require acknowledge by the operator when the alarm is generated and displayed on the Workstation.

If the operator does not acknowledge the alarm in a predetermined time limit, the Workstation will display **Operator Failed To Acknowledge** and log it to the event file. After acknowledgement the operator may also enter comments that will be logged to history.

If you uncheck this box the operator will not be required to acknowledge the alarm point. The alarm will be placed in the queue but no enunciator will sound at the workstation.

Alarm Can Be Masked

The **Alarm Can Be Masked** field is used to allow the alarm to be masked by authorized personnel. Click on the box to the right placing a check mark in the check box. If the alarm point should never be masked, then leave the default with no check mark.



Caution:

Alarms that report the state of an alarm such as *Alarm Off line* or *Tamper* should not be masked. Allowing these status alarms to be masked will reduce the security and effectiveness of the system.

Description

The **Description** field allows you to enter other information about this alarm point. The field allows up to 256 alphanumeric characters. For example, "High Temp in Computer Room Build-23" or "Emergency Exit door By Southwest Stairwell - Build #501". You could even include an address like "Roof Hatch Southwest Corner - 254 E. Main St."

Alarm Reporting Delay

The **Alarm Reporting Delay** field is used in conjunction with *Keypad Masking*, etc., where the keypad is located inside the protected area. For example, if the alarm point being configured is the door you would use to enter the area, the alarm can be delayed for between 1 and 255 seconds to give you time to enter the area and deactivate the alarms before they are reported to the operator. Select the number of seconds the alarm report should be delayed from the drop-down list.

Save

After all the changes have been made to the Alarm Point Setup page you must click on the

Save


Save button in order for the changes to be saved to the server database.

One of the following messages will display.

- If **Operation Complete** is displayed, then no further changes are needed.
- If **Duplicate Record** is displayed, then the Alarm Number has been repeated.

Enter a new number and try again.

- If **Operation Failed** is displayed, then a required field was not entered. Enter the field and try again.


At any point if you wish to clear out all the entered information click the  **Clear** button at the bottom right side of the window.




Caution:

Clicking the Clear button before clicking on the Save button will delete newly entered data.

Modify Alarm Point

1. To modify an alarm point, select the name of the point to modify from the "Alarm Input Points" window.
2. Make any necessary changes to the Alarm Point fields.
3. After all the changes have been made to the Alarm Point Setup page you must click on the  **Save** button in order for the changes to be saved to the server database.
4. One of the following messages will display.
 - If **Operation Complete** is displayed, then no further changes are needed.
 - If **Duplicate Record** is displayed, then the Alarm Name has been repeated. Enter a new name and try again.
 - If **Operation Failed** is displayed, then a required field was not entered. Enter the field and try again.

Delete Alarm Point

1. To delete an Alarm Point from the System, select the Alarm Point to be deleted by scrolling through the Alarm Input Points window and clicking on the name of the Alarm Point.
2. Wait for the Alarm Point configuration information to be displayed in the main window and the Alarm Point description to be displayed in the "Description" window below the "Alarm Input Points" window.
3. After making sure that the correct Alarm Point to delete is selected, click the  **Delete** button.
4. A message **Are you sure you want to delete this record?** Will display. Click **OK** to continue.
5. A message **Operation Complete** will display.

Alarm Point Options Page

The **Options Page** is used to assign digital cameras and video switchers to an alarm, to control automatic masking actions and to link alarms to a relay.

To navigate to the **Alarm Point Options** page from any Hardware page click the **Alarm Point** tab button in the navigation bar at the top of the main window and then the **Options** tab button. The following page will display.

First Camera

This is the first camera that is linked to this alarm. Select the pre-configured camera from the drop-down list. To configure a camera, click the **Video | Camera** tabs at the top of the screen and complete the page that displays. For information about configuring a camera See "Video Camera" on page 8-65.

Video Switcher Alarm# (Camera#)

If an approved optional video switcher is connected to one of the serial ports of the server, the PC can send a signal to the video switcher to trigger one of its alarms/cameras.

Enter the alarm/camera number of the optional video switcher that is to be activated when the alarm point becomes active.

NOTE: When using a GE Video Switcher use the number of the camera to be called for the **Video Switcher Alarm #** field.

Video Switcher Preset#

If an approved optional video switcher is connected to one of the serial ports of the server, the PC can send a signal to the video switcher to trigger one of its presets.

Enter the preset number of the optional video switcher that is to be activated when the alarm point becomes active.

Dial-up Report

If this alarm point is connected to a dial-up field panel, you can specify if you want the dial-up device to store alarms and troubles until the next scheduled download to the server or send the information to the server as they occur.

The optional reports are:


- **Always Reports** - Select this option if you want the field panel to dial-up the server and report all events immediately from this point instead of being stored in memory until the scheduled download.
- **Report Troubles** - Select this option if you want troubles from this alarm point to be sent immediately to the server instead of being stored in memory until the scheduled download. For example, a Request To Exit alarm would report if the point went into trouble, but would not report every time a request to exit was sent.
- **Log Reports** - Select this option if you want alarm and troubles from this point to be stored in the dial-up device's memory until the scheduled download time.

NOTE: The video option cannot be used with a dial-up panel.

Masking Schedule

If the alarm point is to be automatically masked or unmasked during a time schedule then select the pre-configured time schedule from the drop-down list. The default is Never (will not mask by time).

NOTE: If the desired Time Schedule has not yet been configured, then you can click

on the  **Link Arrow** button to the left of **Masking Schedule**. The Time Schedule configuration window will drop down. Configure the desired time schedule and click the **Save** button.

Masking Action

If you have selected a time schedule above, then select from the **Masking Action** list if the point is to be masked or unmasked during the time schedule selected.



Choose one of the options:

- **Mask** – Select if you want the alarm point to be masked without restrictions during the scheduled time. At the end of the time schedule the point will unmask.
- **Unmask** – Select if you want the alarm point to be unmasked without restrictions (that is, the alarm point should be monitored) during the scheduled masking time. At the end of the time schedule the point will mask.

Alarm Links to Relay

You can select a relay number to be linked for this alarm by clicking on a relay number in the drop-down list. This allows you to link several alarm points to a single relay. The relay must be on the same panel as the alarm point for this to function. The relay will activate whenever the alarm point is in an active state and will deactivate when the alarm resets or returns to normal.

After all the changes have been made to the Alarm Options page you must click on the **Save** button in order for the changes to be saved to the server PC's database.

The message **Operation Complete** should be displayed.

At any point if you wish to clear out all the entered information click the **Clear** button at the bottom right side of the window.

Relay Page

The **Relay** page will allow you to do the following.


- Add Relay
- Modify Relay
- Remove Relay

To navigate the **Relay** page from any Hardware page, click on the **Relay** tab button navigation bar at the top of the screen, or from the main Hardware screen click the **Relay Output** button on the right side of the screen. The following page will display.


Add Relay

1. Start by clicking on the **Clear** button and enter the data as described below.
2. Enter a name of up to 16 alphanumeric characters for the **Relay Name**. The name of each relay must be unique.
3. Enter the **Relay Number (Address)** of the relay that is being configured.
4. Select from the drop-down list of pre-configured **Field Panels** the one to which the relay is connected.
5. **Alarm Linking** allows you to link the selected Relay to a selected Alarm Point. Any time the alarm point goes into alarm the relay will activate and when the alarm cancels the relay will deactivate. This allows you to link any number of relays to the same alarm point.
6. **Controlled by Alarm Point:** If the Relay is to be linked to an Alarm Point then select Yes from the list. The default is No.
7. From the drop-down list of configured **Alarm Point Names**, select the point that will activate


this relay when it goes into alarm.


NOTE: If you wish to configure an Alarm Point click on the  **Link Arrow** button to the left and the Alarm Point setup page will drop down. Configure the Alarm Point and click the **Save** button and you will return to the Relay Setup page.

8. **Link During Time Schedule:** If you want the Relay to activate upon the alarm during a selected Time Schedule only, then select the Time Schedule from the drop-down list of configured Time Schedules.

NOTE: If you wish to configure a Time Schedule click on the  **Link Arrow** button to the left and the time schedule setup page will drop down. Configure the time schedule and click the **Save** button to close the window.


9. **Active When Alarm is Masked:** Under normal conditions when the Alarm Point that is linked to the relay is Masked, the relay will not activate when the point goes into alarm. If you wish the Relay to Activate even if the Alarm Point is Masked, click the box to the right placing a check mark in it.
10. **Scheduling:** If the Relay is going to be activated or deactivated by a Time Schedule the following fields need to be configured.
11. **Relay Action Schedule:** If the relay is to be automatically Activated during a Time Schedule then select from the drop-down list a pre-configured Time Schedules for the relay action to **Begin** and **End**.

NOTE: If you wish to configure a Relay Action Schedule click on the  **Link Arrow** button to the left and the Time Schedule configuration page will drop down. Configure the panel and click the Save button and you will return to the Relay Setup page.

12. **Begin Action:** Select if the relay is to Activate or Deactivate at the **beginning** of the time schedule.
13. **End Action:** Select if the relay is to Activate or Deactivate at the **end** of the time schedule.
14. Enter up to 127 characters for the **Description** for the relay.
15. After all changes have been made to the Relay page you must click on the  **Save/Add** button for the changes to be saved to the Server database.

You will receive one of the following messages:

- If **Operation Complete** is displayed, no further changes are needed.
- If **Duplicate Record** is displayed, then the Relay Name has been repeated. Enter a new name and try again.
- If **Operation Failed** is displayed, then a required field was not entered. Enter the field and try again.


At any point if you wish to clear out all the entered information click the  **Clear** button at the bottom right side of the window.



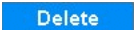
Caution:

Clicking the Clear button before clicking on the Save button will delete newly entered data.

Modify Relay

1. Start by selecting the relay to be modified by scrolling through the **Configured Relays** list and clicking on the relay to select it. After the fields are filled in make sure the correct relay to modify has been selected.
2. Make any desired changes to the Relay Setup page desired.
3. After all changes have been made to the Relay page, you must click on the  **Save/Add** button for the changes to be saved to the Server database.
4. One of the following messages should be displayed.
 - If **Operation Complete** is displayed, no further changes are needed.
 - If **Duplicate Record** is displayed, then the Relay Name has been repeated. Enter a new name and try again.
 - If **Operation Failed** is displayed, then a required field was not entered. Enter the field and try again.

Delete Relay

1. To delete a relay from the system you must first select the relay to be deleted. Do this by clicking on the name of the relay in the Configured Relays list.
2. After making sure the correct relay to be deleted has been selected (highlighted), click the  **Delete** button.
3. A message **Are you sure you want to delete this record?** Will display. Click **OK** to continue.
4. A message **Operation Complete** will display.
5. If **Operation Failed** is displayed, then a required field was not entered. Enter the field and try again.

Auto Configuration Setup Page

Auto Configuration will allow you to have the system automatically configure any device by clicking the **Auto Configuration** button. The system software will detect any newly added device such as ACU panel or card reader and set it up with default values.

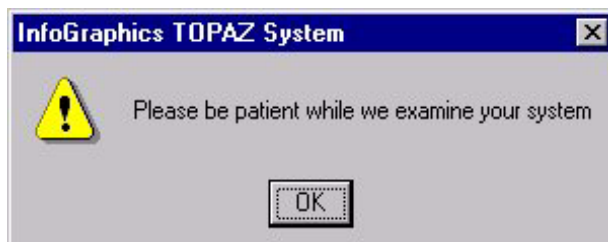
Default Device Names

After Auto Configuration has been completed the devices will have numeric names, for example, Reader 2-1-3 is Host Port two (2), Field Panel address one (1), Reader number three (3). You may want to rename the devices with your own descriptive names. For more detailed information see the chart below.

	Example	Type	COM #	ACU Polling #	Reader/ Alarm #	Alarm Type
Field Panel	Device 1-0	Device	1	0		
Reader	RDR 1-0-0	RDR	1	0	0	
Reader Alarm	RDR 1-0-0 FO	RDR	1	0	0	FO (Forced Open)
Alarm	Alarm 1-0-0	Alarm	1	0	0	
Area	Area 1-0-0	Area	1	0	0	

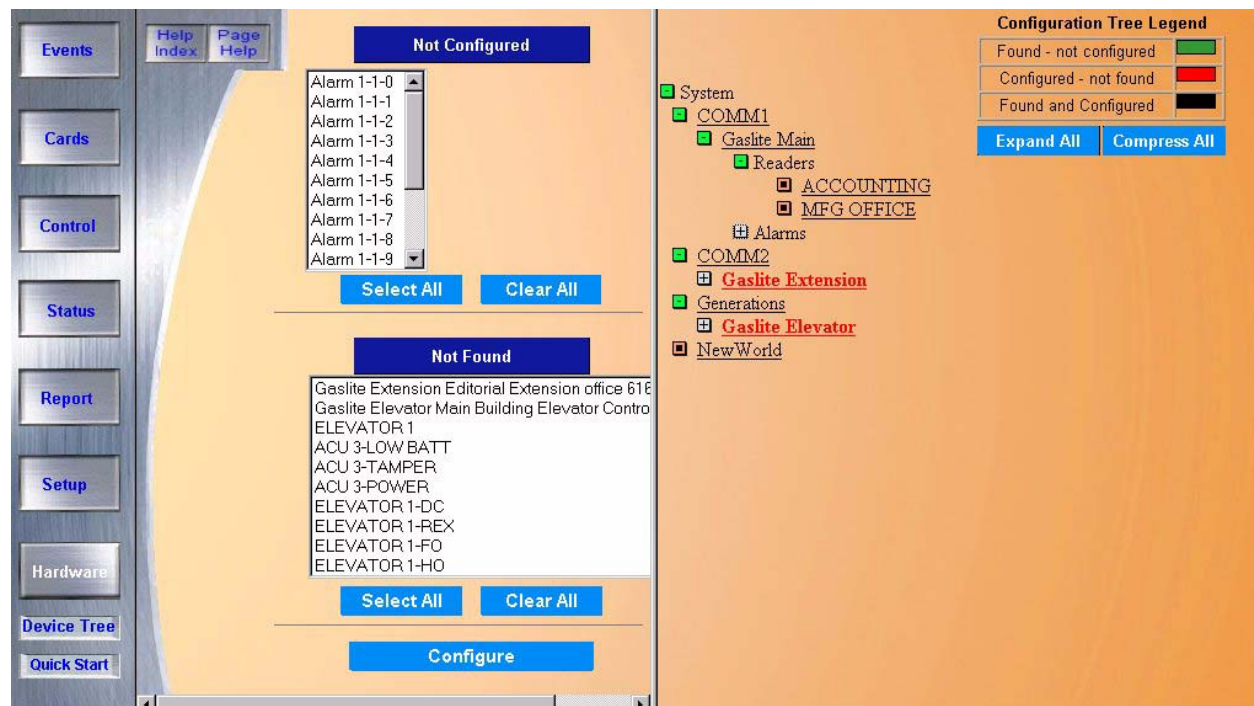
	Example	Type	Device #	Reader Port	Address	Alarm Type
Panel Alarms	ACU 1 -TAMPER	ACU	1	1		TAMPER
Input Module	RIM 1-1-7-OL	RIM	1	1	7	OL (Offline)
Output Module	RRM 1-1-5-OL	RRM	1	1	5	OL (Offline)

When you click on the **Auto Configuration** button, the message **Please be patient while we examine your system** will display.



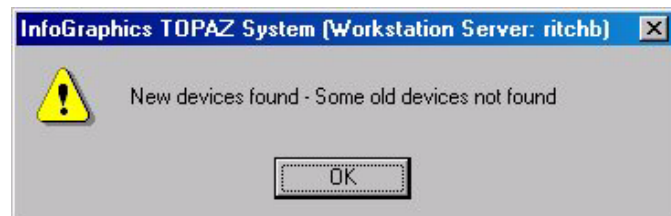
Click **OK** to continue.

If no new devices are detected the following page will display.



You can instead select the standalone Device Tree at any time by clicking the **Device Tree** button on the Main tool bar on the left side of the screen.

If new devices are detected and/or old devices are not found, you will receive a message to that effect, such as:



Left Side of the Page

The page is divided into two halves with a vertical line. On the left side are two lists showing the devices, which need your attention: those Found and Not Configured and those Configured and Not Found.

Found and Not Configured

On the left side, under **Not Configured** you will see a list of devices that the system found which you have not configured yet, if any such devices are found. These devices should be configured before proceeding.

To do this click on all the devices you wish to have auto configured, and then click the

Configure button. Those highlighted devices should no longer appear in that list, and should now be located in the system device tree on the right side of the page, along with all of the TOPAZ devices connected to that communication port. Any selected device may be deselected by clicking the **Clear** button.

Configured Not Found

On the left side, under **Not Found** you will see a list of devices that the system has a configuration for but cannot find. You should confirm that these devices are no longer installed and physically connected to the server. It is possible that the device has a communication or other related problem.

If you want any device in this list removed from the database, click on it to be highlighted, and then click the

Configure

Configure button.

NOTE: If you configure a Com port for one device and later unplug it and plug in another device of a different type, when you run Hardware\Auto Configuration, Auto Configuration will not find that device. You must reconfigure the device for that Com port.



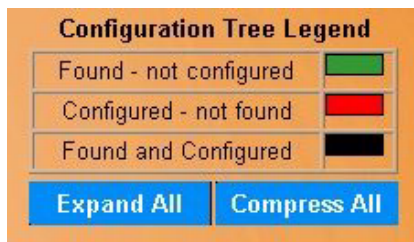
Caution:

If a Com Port is not listed correctly, Auto Configuration won't find anything under that Com port.

Right Side of the Page

Color Legend

In the corner of the screen, you will see the color legend, which describes devices listed under the System icon. These colors provide information about the configuration status of each device.



You can view text boxes describing the meaning of each color by placing your mouse pointer on a color bar.

Devices shown in green are **Found But Not Configured**:

Found but Not Configured. The system has detected new hardware. This hardware needs to be configured.


Devices shown in red are **Configured But Not Found**:

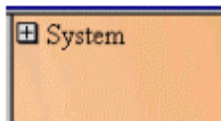
Configured but Not Found. The hardware is configured, but not communicating with the system.

Devices shown in black are **Found and Configured**:

Found and Configured. The hardware is configured and communicating with the system.

Device Tree


You can access the Device Tree by clicking on the  plus button by **System** at the top right side of the page.



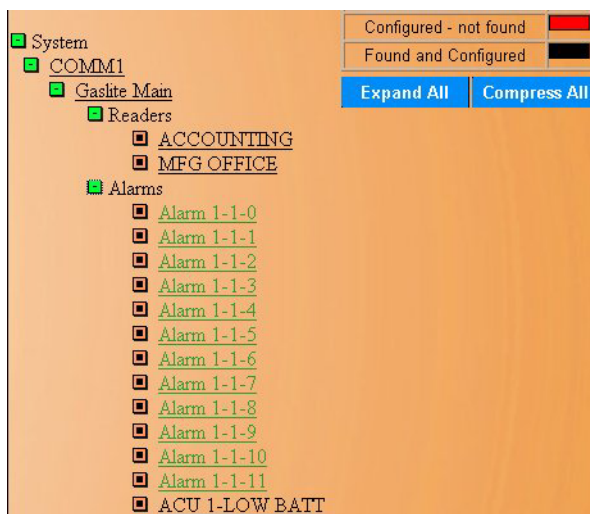
You can also expand the entire tree by clicking the  **Expand All** button or you can compress the tree by clicking the  **Compress All** button.

Clicking this button will open the tree to show the Communications ports and LAN Adapters (ACUs communicating over the LAN) configured on the system as shown below.



The  ICON by Readers indicates that no additional information resides under that part of the tree.

Opening more of the tree would look something like the image below.



When you leave the Auto Configuration (Device Tree) page and later return, the Tree will appear opened to the same place as it was when you left.

At anytime you can click on any one of the underlined names to bring up its appropriate configuration page and re-configure or edit that item.

For example, if the "ACCOUNTING-FO" alarm in the tree above were clicked on it would bring up the Alarm Point configuration page as an additional browser page with Auto Configuration remaining in the background as shown below.

You can then make any modifications or deletions. After making changes click the **Save / Add** button at the bottom of the Alarm Point Setup page to close it and return to the Device Tree.

The device tree will automatically be updated with the changes you made.

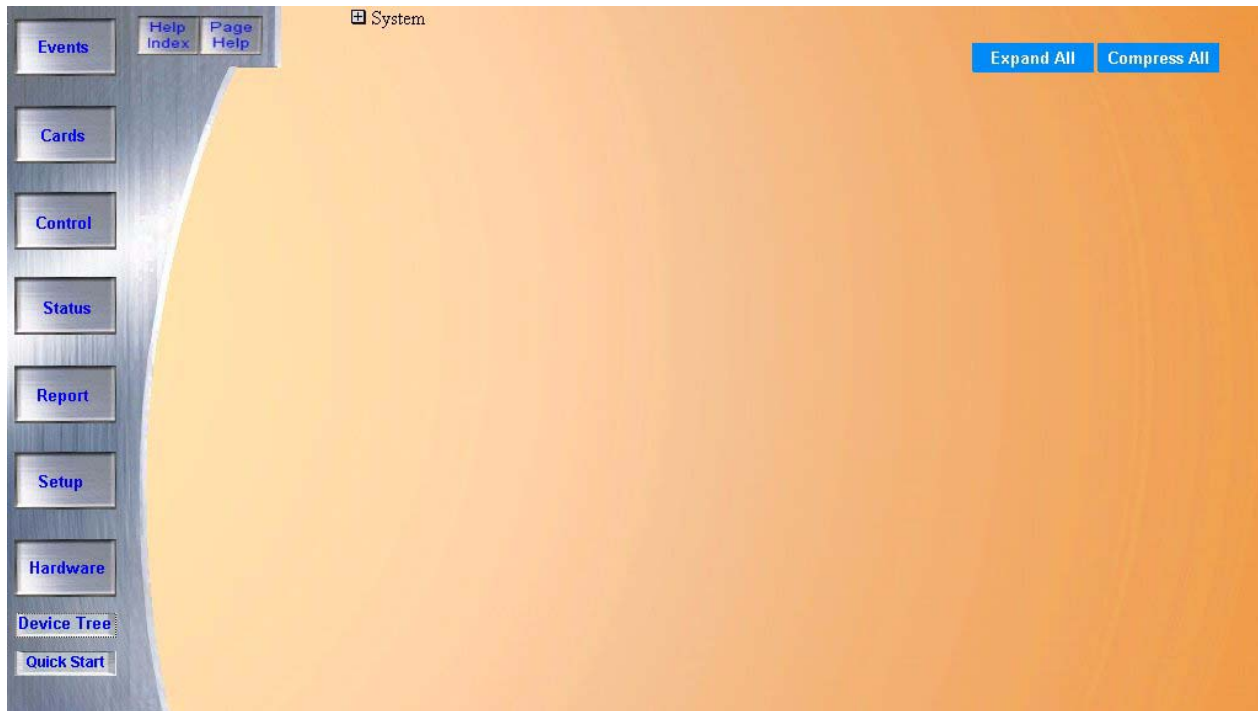
When you navigate to another page the Device Tree will remain in the view you left it.

NOTES:

- You cannot use the Auto Configuration or standalone Device Tree to add new devices. You must add them by using the hardware page for the device you wish to add.
- At any time, while on any other page of the TOPAZ system you can click on the **Device Tree** button located in the main tool bar on the left side of the screen to access the standalone device tree page.

Device Tree

If you just click on the **Device Tree** button you will see the following page, which shows only the device tree.



To run Auto Configure you must click the Hardware button on the main tool bar on the left and then click the Auto Configurations button. The device tree is also displayed on the Auto Configuration page.

Aside from auto configuring your system, and specifically for day-to-day system hardware navigation and editing, we recommend using the Device Tree.

Video Recorder

Topaz supports alarm video recording. This allows the system to link the video recorded during an alarm event to the alarm record. A digital video recorder allow the video clip to actually begin prior to the alarm event allowing the actual event to be seen by the operator.

To navigate to the **Video Recorder** page, click the **Hardware** button on the main navigation bar at the left side of the browser window then click the **Silver** button next to **Video** on the main Hardware page. You can also click the **Video** tab at the top of the window from any Hardware page. The following page will display.



Add a new Video Recorder

Before configuring the recorders in the TOPAZ system, they should be installed and functioning properly. Make certain that you have the TCP/IP address which has been assigned to the recorder available before you start the setup process.

NOTE: While many Digital Recorders may use DHCP addressing, Topaz must use Static IP addresses. Be certain when installing the recorder that a static IP address is assigned to it.

Video Recorder Name

The **Video Recorder Name** field assigns a name to the recorder that can then be selected on various pages of the TOPAZ system. This name must be unique and clearly identify the recorder. It could reference the location of the cameras that it will be controlling. For example: Administration South or Building 1 West

Internet (TCP/IP) Address

The **Internet (TCP/IP) Address** field is used to connect the recorder to the LAN and to the TOPAZ system. The address must be a static IP. IP addresses should be issued by your IT department and configured on the recorder before completing this form.

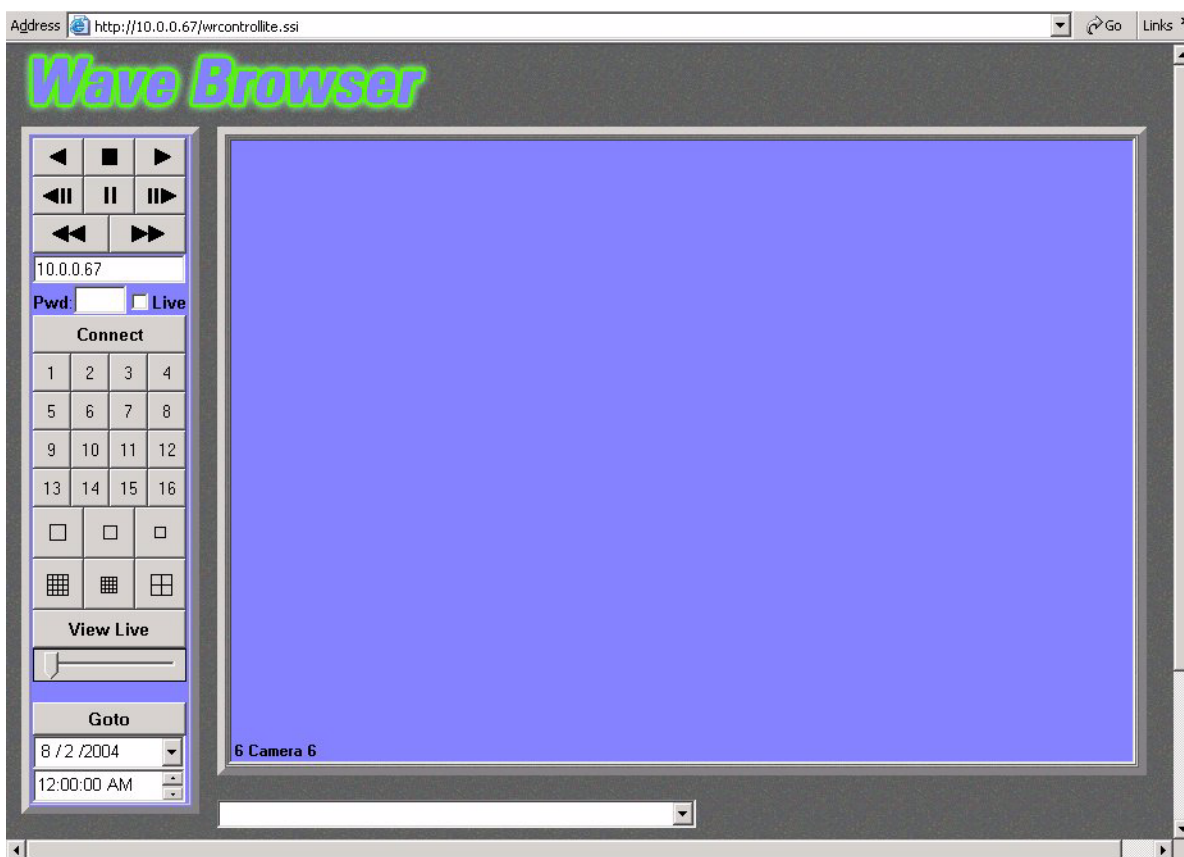
Save/Add

Click the **Save/Add** button to save the configuration to the database.

Connect to Video Recorder

Once you have saved the configuration, click the **Connect to Video Recorder**  button to verify that the correct recorder has been configured.

This button will launch the Wave Browser. This browser allows the user to connect to a video recorder and test the various cameras by viewing live feed from that camera.



For information about how to use the Wave Browser, refer to the documentation that came with your DVMRe

Video Camera

This page allows the user to link the video recorder to the cameras which will monitor and record the alarm events. Digital video recording allows the video clip to actually begin prior to the alarm event. This feature allows the actual event to be seen by the operator. Pre event, Length and Quality settings are done on the DVMRe directly. Refer to the documentation which came with your video recorder. On this page, you will assign a name to the camera and link it to a Video Recorder.

To navigate to the **Video Camera** page, click the **Hardware** button on the main navigation bar at the left side of the browser window then click the **Silver** button next to **Video** on the main Hardware page then click the **Camera** tab. You can also click the **Video** tab at the top of the window from any Hardware page and then click the **Camera** tab. The following page will display.

Add a Video Camera


Use the following steps to add a new video camera to the system. Before configuring the cameras, they should be installed and functioning properly. Make certain that you have the Recorder Name to which the camera is attached and the number assigned to the camera on that recorder before you start the setup process.

Video Camera Name

The **Video Camera Name** field is used to assign a name to the camera that can then be selected on various pages of the Topaz program. This name must be unique and clearly identify the camera. It could reference the area which is monitored by the camera that is being configured. for example: Southeast corridor or Accounting Lobby, etc.

Recorder Name

The **Recorder Name** field is used to indicate the video recorder that controls the camera. Select the name of the recorder from the drop-down list of available video recorders.

If the correct recorder is not configured you can click the link arrow  button to open the **Video Recorder** page and configure the required recorder.

Recorder Camera Number

The **Recorder Camera Number** field indicates the *Camera Number* that was assigned to this camera on the recorder. For information regarding the assigning of Camera Numbers refer to the documentation which came with the Video Recorder.

Save/Add

Click the **Save/Add** button to save the configuration to the database.

Chapter 9

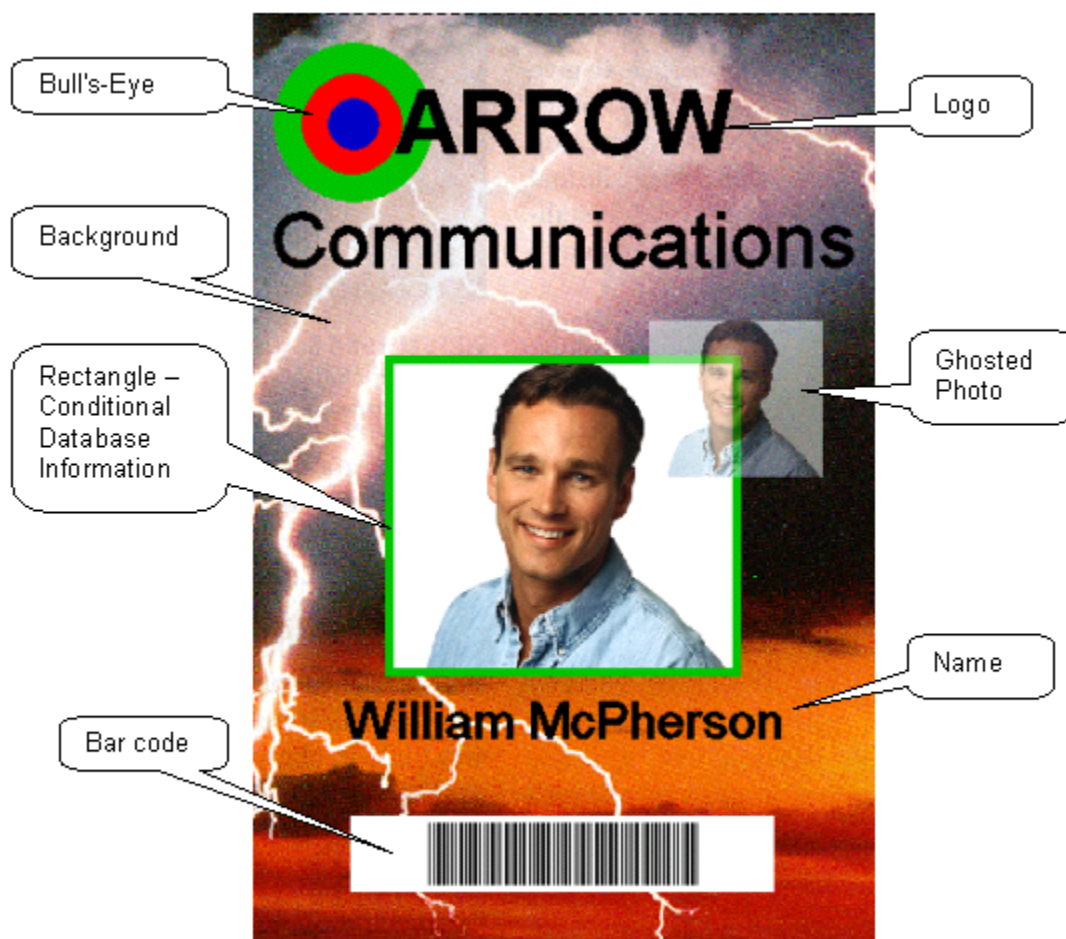
Badge Design

Introduction

This feature is currently not being evaluated by UL.

The **Badge Design** page allows you to design badges for use with individual employees in the Cardholder record.

The TOPAZ badge design facility is easy to use and has a wide range of features for designs. As a demonstration, the badge shown below uses a few of the design features. This badge was designed and saved into the system in approximately five minutes.



You can orient the design for either portrait or landscape badges. You have great flexibility in what may be placed on a badge. The following features may be incorporated into a badge template. The template is then used for printing cardholder badges.

1. **Cardholder Photo** - The Cardholder's photo is stored in the Cardholder record and is automatically accessed when the Display Badge, Print Badge, or Display Photo selections are made. The photo can be implemented with several different format selections including Chroma Key, Chroma Cut, Ghosting, Black and White format, and Rescaling.
2. **Cardholder Signature** - The Cardholder's signature is also stored in the cardholder record and is acquired from an optional signature panel attached to any enrollment workstation within the system.

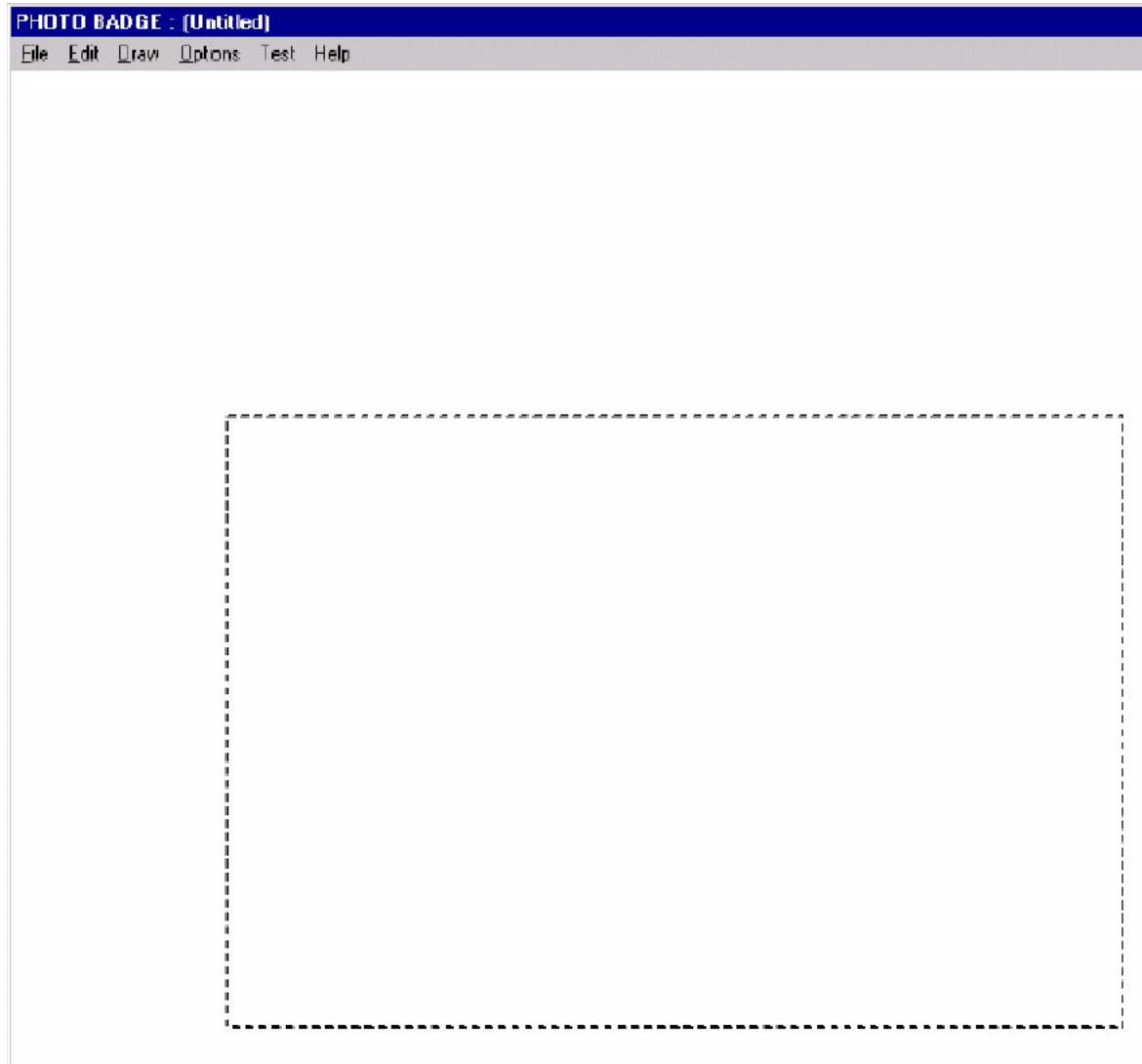
NOTE: An optional signature capture pad is required for this feature.

3. **Logos** - These are bitmaps of any object or scene that can be imported into the system from any external software package. They can be used as backgrounds or as smaller symbols, and can be overlaid on top of each other.
4. **Rectangles, Triangles, Circles, Ellipses** - You can draw and automatically size rectangles, triangles, circles, and ellipses. You can fill them with color from the extensive color palette within the system, or you can leave them without a fill. You can round the corner, mix the width of the external lines, and select the color.
5. **Lines** - You can draw lines with varying styles, thickness, and color in any direction.
6. **Fixed (Constant) Text** - You can enter text onto the badge at any selected location and select the font from the extensive font list.
7. **Database (Variable) Text** - You can automatically add text from the Cardholder Database. You can select the location and orientation, and you can also define the font and whether full or partial rendering of the data shall be used. The fonts size automatically and you can choose the color for the text from the built-in color palette.
8. **Bar Codes** - You can print the card number and employee number on the badge as a bar code. You can select the location, size, and color of the bar code.

NOTE: During the process of badge design, it is recommended that you periodically save the badge template using the **File** menu on the Menu Bar at the top of the screen. The first time a template is saved, you must select a unique name for the template. The name can be a maximum of eight (8) characters in length. Use the **Save As** command the first time.

Accessing Badge Design

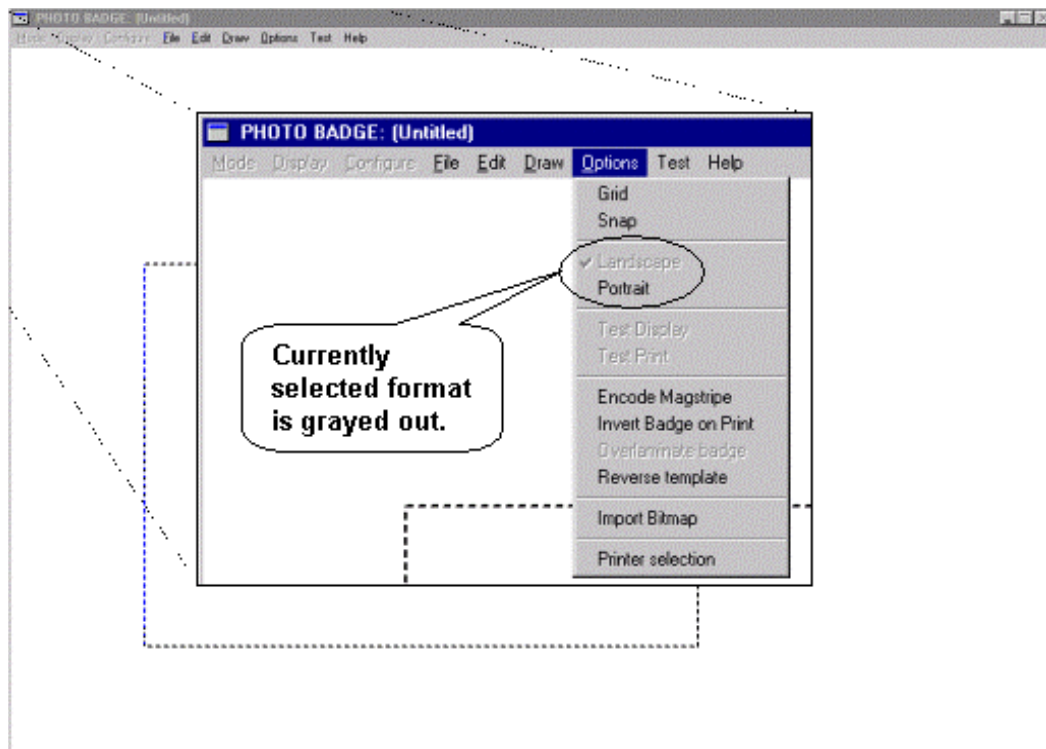
To navigate to **Badge Design** click on the **Cards** button in the main navigation bar on the left side of the browser window then click on the **Photo ID** button, then the **Design Badge** button. The system will open the badge template design window as shown below.



NOTE: If the Photo Badge window does not display, make sure the workstation has been set up for Photo Badging.

To select a Portrait badge or a Landscape badge, move the mouse pointer to the **Options** selection on the menu bar at the top of the window and click the left mouse button. Choose the selection of **Portrait** or

Landscape, which is suitable for the badge design you wish to implement. This will alter the dotted line template on the screen for badge orientation selected from the menu as shown below.



Entering Information

In order to place any field information on a badge, you need to first select **Draw** from the menu bar at the top of the window. This will pull down a menu list, which lists all of the different items, which may be inserted into a badge template.

The **Draw** menu offers the following items:

- Photo
- Signature
- Text
- Database
- Bitmap
- Line
- Triangle
- Rectangle
- Circle
- Ellipse

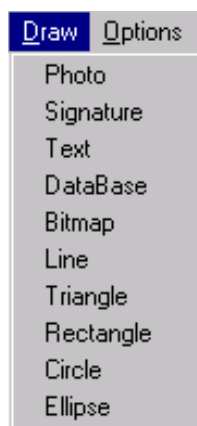
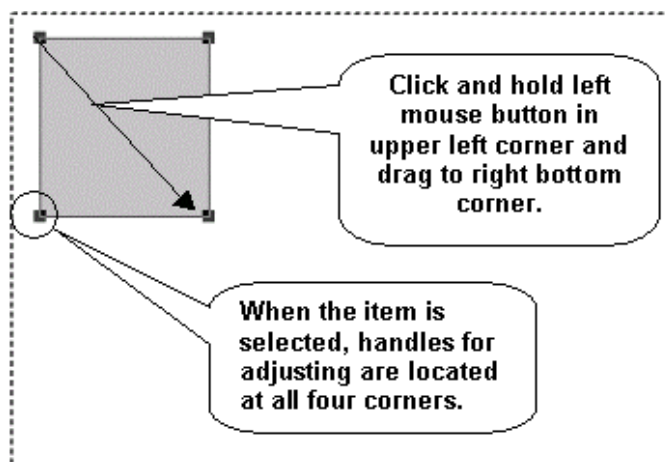


Photo and Signature

These two commands allow you to specify the position, shape, and size of the cardholder's photograph or signature.

Once you have selected either of these items, the menu will disappear. You should then select the position of this item on the badge. To select the position, place the mouse arrow at the top left hand corner of the desired position, press down and hold the left mouse button and drag it to the bottom right hand corner of the desired position.

The screen will show a rectangle with large square dot corners called "Handles". These "Handles" indicate that the object has been "Picked" for editing. The rectangle will have a gray background.



You can move the rectangle around on the template by placing the mouse arrow inside the selected field (showing the handles), then hold the left mouse button down and drag the rectangle to the new position. To

change the size, place the mouse arrow directly on one of the handles, then click and hold the left mouse button and drag to the new shape.

To select attributes, while the "Handles" are still in place, and with the mouse pointer located within the area of the "Handles", click the right mouse button. The **Attributes** screen is shown below.

These attributes, which may be selected or changed for any particular "Picked" object, are in bold on the screen and the attributes, which may not be used, are grayed out. In the case of the Photograph and Signature objects, the available attributes are **Chroma Key**, **Chroma Cut**, **Ghosting**, **Black & White**, and **Allow Rescale**. These are explained in detail later in this chapter.

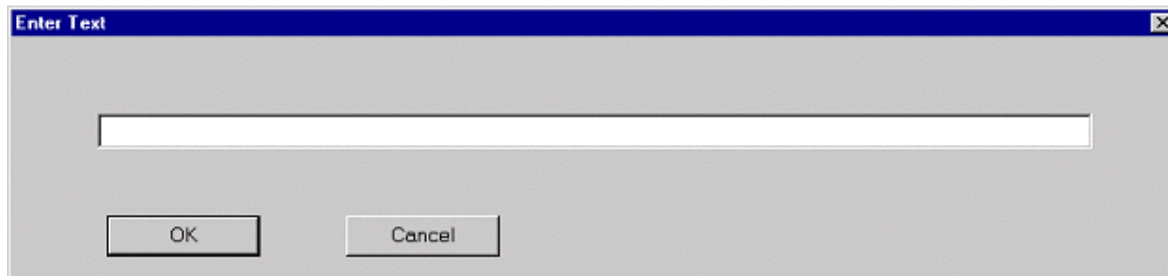
Text and Database

These two commands allow you to specify the position, shape, and size of the text and database field information to be shown on the badge. **Text** refers to "Constant" text that is entered by the badge designer and will always appear on the badge in the same form. **Database** refers to "Variable" information, which is extracted from the cardholder database and is specific to the individual cardholder.

Once you have selected either of these items, the menu will disappear. You should then select the position for these items on the badge. To select the position, place the mouse arrow at the top left hand corner of the desired position, press down and hold the left mouse button and drag it to the bottom right hand corner of the desired position. The screen will show a rectangle with large square dot corners called "Handles". These "Handles" indicate that the object has been "Picked" for editing.

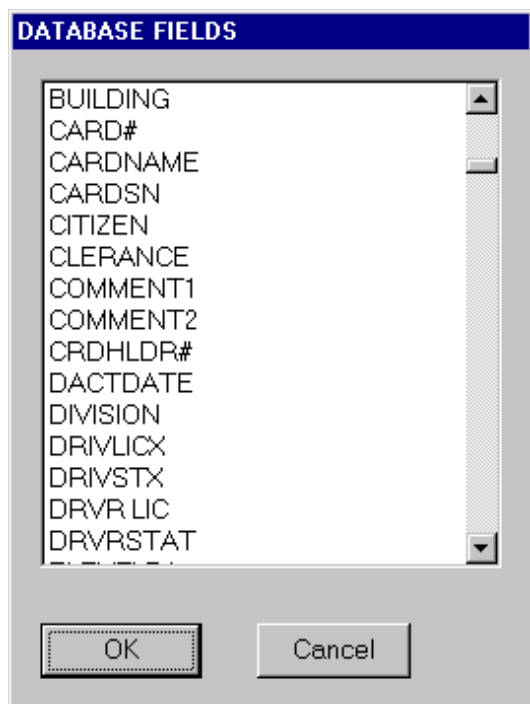
A dialog window will appear on the screen.

If the **Text** command has been selected, the dialog box will provide an open field into which you can enter the text to be placed on the badge in that position.

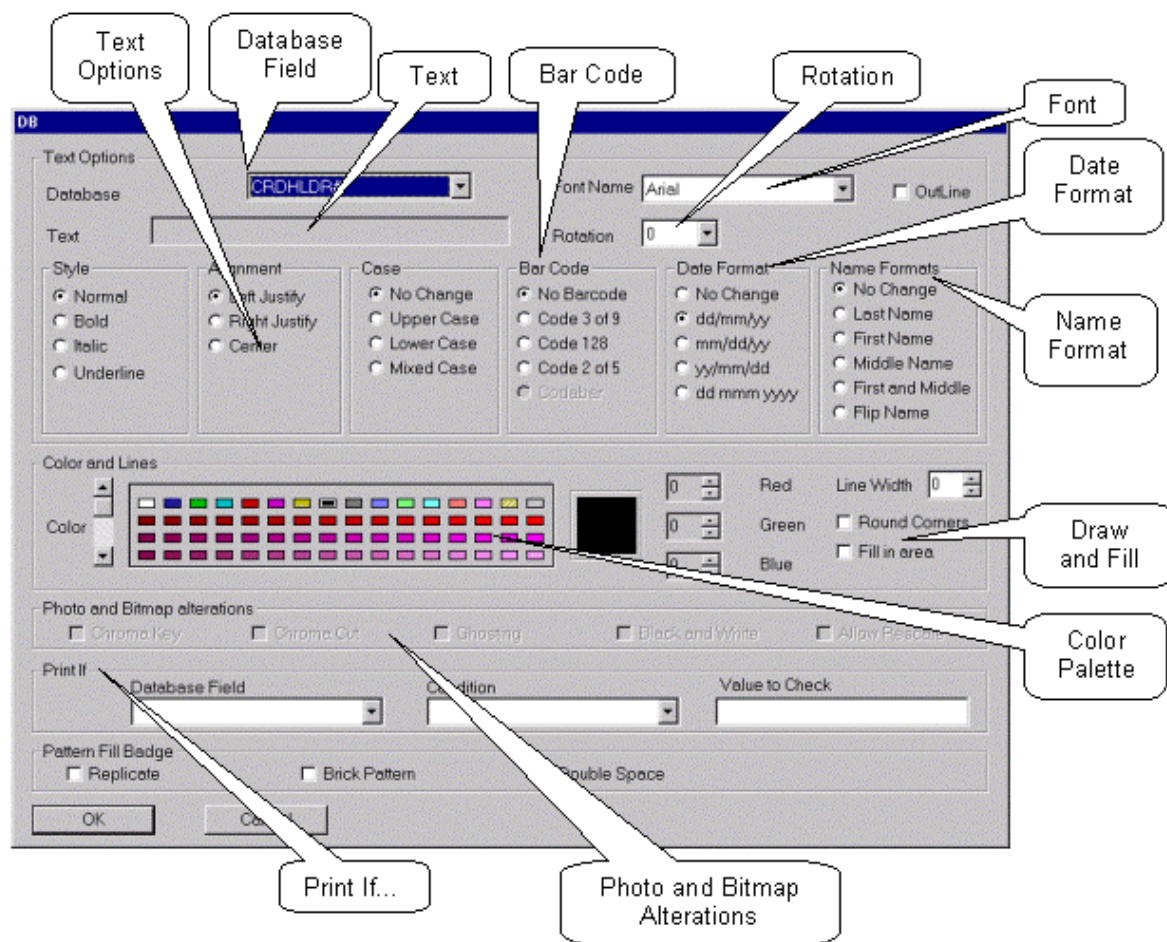


Once you click the left mouse button on the **OK** button, the text will appear in the area between the "Handles" of the "Picked" object.

If the Database command has been selected, a dialog box will appear with a pick list, showing all of the available Cardholder Database information fields that can be selected. You can scroll through all of the available selections by placing the mouse pointer over the up or down arrows located at the right hand side of the dialog box. To select a database item, you move the mouse pointer to that selection and click the left mouse button. To enter this database item onto the badge, you may double-click the left mouse button, or place the mouse pointer over the **OK** button, and click the left mouse button. The selected database item will appear in the area between the "Handles" of the "Picked" object.



To assign attributes to the "Picked" item, place the mouse pointer over the area between the "Handles" and click the right mouse button. The **Attributes** screen will appear as shown below.



The Font Size is determined by the size of the rectangle drawn on the template. To adjust the size of the font, try changing the height of the rectangle. You will notice that the sample text in the rectangle will change as you adjust the height of the rectangle.

The length of the rectangle will determine how much of the text is shown/printed on the badge. If the text is longer than the rectangle it will still show when the badge is printed or displayed.

Text and Database Options

In the case of the **Text** and **Database** objects, the following attributes are available from the **Text Options** section:

- Font Name
- Style
- Case
- Date Format
- Rotation
- Outline
- Alignment
- Bar Code
- Name Formats
- Print If

Font Name

To select a font, place the mouse pointer over the down arrow on the left of the **Font Name**, and click the left mouse button. A pick list will appear. Use the up and down arrows at the left of the pick list to scroll through the available fonts. To select a font, place the mouse arrow on to the selected font and click the left mouse button. The pick list will disappear, and the selected font name will show in the field next to the **Font Name** legend.

Outline

The **Outline** command allows you to select the color and font for the text, but in outline only, with the background information visible through the text characters.

Alignment

The **Alignment** command allows you to select whether the text will be Left Justified, Right Justified, or Centered inside the picked rectangle.

Case

The **Case** command allows you to specify the typeface to be used for the selected **Text** or **Database** item. The options are:

- No Change
- Upper Case
- Lower Case
- Mixed Case

Selecting **No Change** causes the data to be printed exactly as typed for a Text item or exactly as entered in to the database for a Database item.

Selecting **Upper Case** causes the data to be printed entirely in Upper Case letters.

Selecting **Lower Case** causes the data to be printed entirely in Lower Case letters.

Selecting **Mixed Case** causes the data to be printed with the first letter of each word Capitalized, and the other letters in lower case. If the text contains a capitalized letter within a word (like a person's name), the mixed case setting will change that letter to lower case. For example, McDonald becomes Mcdonald.

Bar Codes

The **Bar Code** command allows you to represent any numerical Text or Database Information in the form of a bar code on the badge. The selections are:

- No Bar Code
- Code 3 of 9

- Code 128
- Code 2 of 5

Date Format

The **Date Format** command allows you to select the format in which dates may be represented on the badge. The available formats are:

- dd/mm/yy
- mm/dd/yy
- yy/mm/dd
- dd mmm yyyy

Name Formats

The **Name Format** command allows you to specify the format in which the Cardholder's name, as entered in the system Cardholder database, will be printed on the card when selected using the **Database** command. The options are:

- No Change
- Last Name
- First Name
- Middle Name
- First and Middle
- Flip Name

By using the No Change selection, you can choose to have the name printed in the same format as it was entered into the system database.

The Last Name, First Name, Middle Name and First and Middle options allow you to specify that only these parts of the Cardholders name will be printed in the selected object field.

Using these selections in multiple **Database** fields allows you to put different parts of the Cardholder's name at different locations on the Badge.

The Flip Name command allows you to enter the Cardholder's name into the selected field in reverse order from that which it is entered into the Cardholder Database. For example, if the Cardholder's name is entered into the Database as Doe John, using the **Flip Name** command will cause it to be printed on the card as John Doe.

Place the mouse pointer over the relevant button and click the left mouse button. A black spot will appear in the center of the button to indicate the item has been selected.

Rotation

The pop up menu allows you to select a rotation of 0°, 90°, 180°, or 270°.

Color and Lines

The color for the printed text on the badge is selected from the extensive color palette in the **Color and Lines** section of the Attributes screen. The **Lines** portion of this section does not apply to **Database** or Text applications and will be dealt with under the sections relating to **Line, Triangle, Rectangle, Circle, and Ellipse**.

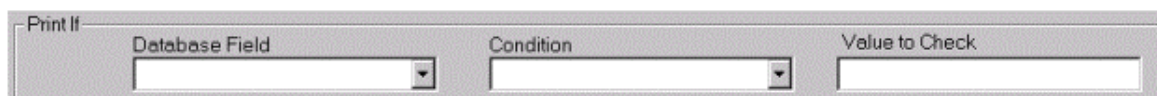
The palette shows a small selection of the total colors available. To view more colors, place the mouse pointer over one of the arrows at the left of the color palette, click the left mouse button and hold it down until the right shade of the desired color appears. Release the left mouse button and the scrolling will stop.

To select the desired shade, place the mouse pointer over the selected color and click the left mouse button. A box will appear indicating that the color has been selected.

If none of the colors on the palette appear suitable, you may tailor a color to suit by using the Red, Green and Blue color adjusters at the right of the color palette. You should first select from the palette the nearest color to the desired shade. The color you selected will show in the large color frame to the left of the color adjusters. To adjust the tint, you can then place the mouse pointer over the up or down arrow next to the tint number of the Red, Green or Blue color adjuster and click the left mouse button to change the value of the selected tint. The tint values may be set between 0 and 256. As the tint is adjusted, the actual color will be shown in the large color frame at the left of the color adjusters, and also in the selected palette color surrounded by the black box. This particular color will then be saved as part of the standard color palette for future use.

Print If-

The **Print If** section of the attributes screen may be used to define the conditions under which a "Picked" object is printed. **Print If** can be used to print text or a bitmap image, photograph, signature, etc. only for some cardholders.



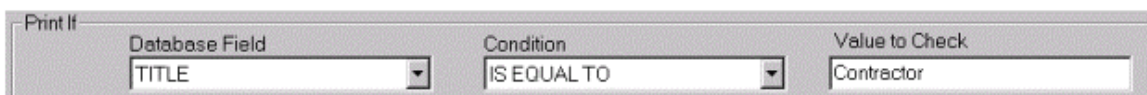
The screenshot shows a horizontal panel titled "Print If". It contains three input fields: "Database Field", "Condition", and "Value to Check". Each field has a small downward arrow on its right side, indicating it is a dropdown menu. The fields are currently empty.

As an example, the following procedure will enable you to print the word "Contractor" on the badges for Cardholders who are contractors. To do this, you create a **Print If** condition of "TITLE IS EQUAL TO CONTRACTOR".

Place the mouse pointer over the down arrow in the Database Field of the **Print If** section. Click the left mouse button and a pick list will appear showing all of the available fields in the Database. Scroll through the pick list by placing the mouse pointer over the down arrow and clicking the left mouse button and holding it down until the legend "TITLE" appears in the list. Release the left mouse button, and move the mouse pointer over the word "TITLE", and click the left mouse button. The pick list will disappear, and the word "TITLE" will appear in the Database Field.

Move the mouse pointer to the down arrow by the side of the Condition field and click the left mouse button. A pick list will appear with arrows and a scroll bar at the side. Move the mouse pointer to the legend "IS EQUAL TO" and click the left mouse button. The pick list will disappear, and the legend "IS EQUAL TO" will appear in the Condition field.

Move the mouse pointer to the "Value to Check" field and click the left mouse button. A cursor will appear in the "Value to Check" field. Type the word CONTRACTOR into the field.



The screenshot shows the "Print If" panel after configuration. The "Database Field" dropdown now displays "TITLE". The "Condition" dropdown now displays "IS EQUAL TO". The "Value to Check" text field now contains the word "Contractor".

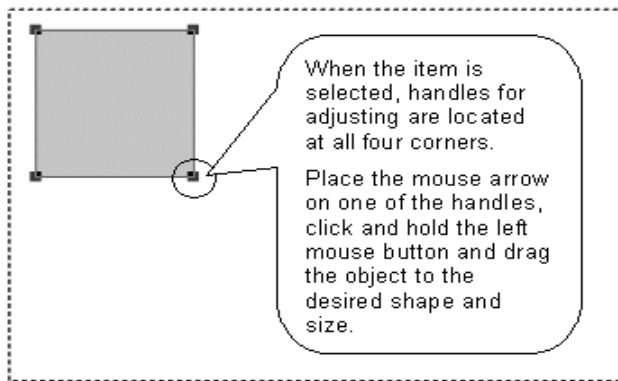
The **Print If** command allows you to select whether a "Picked" object shall be printed on a badge based on the following conditions compared to information contained in the Cardholder database:

- IS EQUAL TO
- IS GREATER OR EQUAL TO
- IS GREATER THAN
- IS LESS OR EQUAL TO
- IS LESS THAN
- IS NOT EQUAL TO

This is very useful in designing badges that are specific to individual cardholders.

Once you have selected the various items from each of the above sections to define the details of the "Picked" **Text or Database** object, you may return to the badge design screen by placing the mouse pointer over the **OK** button at the base of the screen and clicking the left mouse button.

The "Picked" object will now appear on the screen in the format, which you have selected, still with the "Adjustment Handles" on the rectangle. The Font size may however be unsuitable and can be adjusted by altering the size of the "Picked" object. To do this, move the mouse pointer over the bottom right "Adjustment Handle" of the object, press the left mouse button and move it to the correct size for the text in the object. The Font Size will automatically adjust to fit the new size of the picked object.

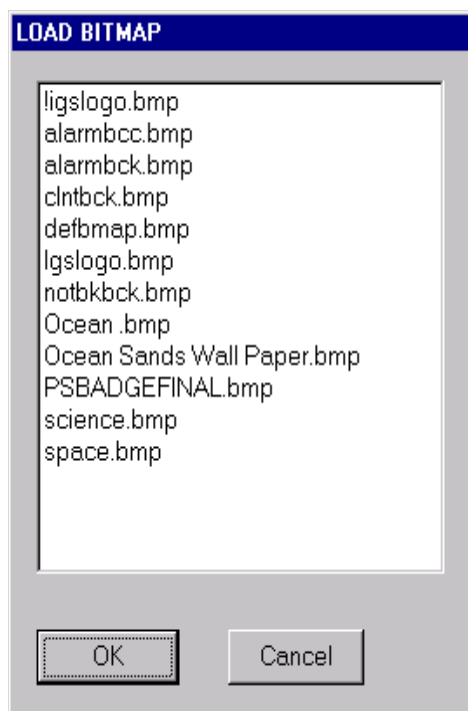


Bitmap

The **Bitmap** command allows you to specify the placement of a bitmap logo or picture on the badge, and to manipulate it to suit the overall badge design. For more information see "Import Bitmaps" on page 9-24.

Once you have selected the **Bitmap** command from the **Draw** menu, the menu will disappear. You should then select the position in which this item is to be located on the badge. To select the position, place the mouse arrow at the top left hand corner of this selected position, press down and hold the left mouse

button and drag it to the bottom right hand corner of the desired position. The screen will show a rectangle with large square dot comers called "Handles".



These "Handles" indicate that the object has been "Picked" for editing. The "Picked" rectangle defines the position in which the desired object will be placed on the badge. When you release the left mouse button, a dialog window will appear on the screen.

The dialog window will show a list of bitmaps stored in the system. Use the scroll bar at the side of the dialog box to scan through the available bitmaps. Select the desired bitmap by moving the mouse pointer over the bitmap name and clicking the left mouse button. This will highlight the bitmap name. Either double click the left mouse button over the highlighted name or move the mouse pointer to the **OK** button and click the left mouse button. The Bitmap will appear in the area between the "Handles" of the "Picked" object.

When the bitmap image is displayed in the area between the "Handles" of the Picked object, the full image may not be displayed if the Picked object does not have the correct relative dimensions of height and width. The Picked object may be adjusted for relative dimensions by placing the mouse pointer over one of the "Handles" and holding down the left mouse button. This will grab the "Handle" and allow you to resize the Picked object until the entire bitmap portion, which you require, is shown inside the Picked object. You may then size the image by using the same method to adjust the size of the Picked object, keeping the relative dimensions of the Picked object the same, while increasing or decreasing its overall size.

Once the image has been correctly sized, you can move it by placing the mouse pointer over the area of the Picked object, clicking and holding the left mouse button, and dragging the object to the required position on the badge.

Once the bitmap image is placed, you may assign attributes to the image by placing the mouse pointer within the area of the Picked object and clicking the right mouse button. These attributes include **Chroma Cut**, **Chroma Key**, **Ghosting**, and **Black and White**. These are explained in more detail later in this section on Badge Design.

The other available attribute selection is **Print If** command. This command operates when a condition is placed on a specified database item. The **Print If** function is an extremely powerful tool in designing badges specific to individual cardholders and is explained in more detail earlier in this section.

Line

The line drawing tool is a way to add simple lines to the badge design. To add shapes, see Triangle, Rectangle, Circle, & Ellipse

Start drawing the line by placing the mouse arrow at the starting point on the badge. Click and hold the left mouse button and move the mouse arrow to the ending point. Release the mouse button. A light gray line will appear on the badge with a black positioning box on each end. The Line can be moved by placing the mouse over one of the positioning boxes and then click and hold the left mouse button. Move the positioning box to the new ending point and release the mouse button.

To remove a line, select the line by clicking on the line to reveal the positioning boxes. Once the line is selected, click on the Edit menu on the main tool bar, and select Cut. The line will disappear from the badge design.

Line Attributes

With the line selected (positioning boxes are visible), click the right mouse button to open the attributes window.

The **Color and Lines** section allows you to select or define a color for the line, and also to define the thickness of the lines. Select the color you want from the palette, adjust the thickness of the line and apply the attributes by clicking OK.

More information about the Color and Lines section of the attribute window can be found on the Text and Database page.

Triangle, Rectangle, Circle, & Ellipse

The **Triangle**, **Rectangle**, **Circle**, and **Ellipse** commands allow you to specify the placement of these automatically drawn geometric figures into the badge, and to manipulate them to suit the overall badge design.

By selecting any of these commands, you may position the figure on the badge by placing the mouse pointer in the approximate location in which the figure is required, clicking and holding down the left mouse button, and dragging the pointer from the point of origin. The figure will automatically display on to the screen. In order to resolve the triangle and ellipse to the correct dimensions, you should release the left mouse button, and move the mouse pointer to the second "Handle" near the point of origin, depress the left mouse button and drag the "Handle" until the triangle or ellipse resolves itself to the required dimensions.

Once the required dimension has been obtained, you may drag the figure to a more exact position on the badge by placing the mouse pointer over the general area of the Picked object, depressing the left mouse button and dragging the object to the required position. Releasing the left mouse button drops the Picked object in the selected position.

To select attributes for the picked object, you should place the mouse pointer over the general area of the picked object and click the right mouse button. The attributes screen will then appear.

The **Color and Lines** section and the **Print If** sections will be highlighted showing that these sections may be used to define attributes for the badge.

The Color and Lines section allows you to select colors or define colors for the figure, and also to define the thickness of the lines and whether or not the figure should be filled with color.

The color palette shows a small selection of the total colors available. To view more colors, place the mouse pointer over one of the arrows at the left of the color palette click the left mouse button and hold it down until the right shade of the desired color appears. Release the left mouse button and the scrolling will stop. To select the desired shade, place the mouse pointer over the selected color and click the left mouse button. A box will appear indicating that the color has been selected.

If none of the colors on the palette appear suitable, you may tailor a color to suit by using the Red, Green and Blue color adjusters at the right of the color palette. You should first select from the palette the nearest color to the desired shade. Once selected, this color will be surrounded by a black square. The color will also show in the large color frame to the left of the color adjusters.

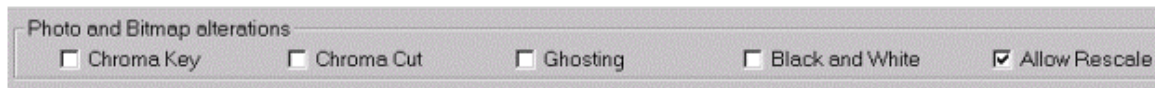
To adjust the tint, you can place the mouse pointer over the up or down arrow next to the tint number of the Red, Green or Blue color adjuster and click the left mouse button to change the value of the selected tint. The tint values may be set between 0 and 256. As the tint is adjusted, the actual color will be shown in the large color frame at the left of the color adjusters, and also in the selected palette color surrounded by the black box. This particular color will then be saved as part of the standard color palette for future use.

You may select the thickness of the lines in the figure using the line width selector on the right of the Color and Lines section. You may also select rounded comers and the ability to fill the figure with a color selected from the color palette.

Alterations

Chroma Cut, Chroma Key, Ghosting, Black & White, and Allow Rescale

These selections allow you to adjust the color attributes of the selected bitmap, in the “Photo and Bitmap Alterations” section of the attributes screen, as shown below.



Chroma Cut and Chroma Key

These allow you to remove color from an image. **Chroma Cut** removes the color from the image background, whereas **Chroma Key** removes the color from the whole of the image.

When a Chroma function is selected, the system automatically selects the top left pixel of the image, and the top right pixel, and removes these from the image. It is very important therefore, for successful use of these features that the background of the image should be a uniform color, and be uniformly lit.

By utilizing **Chroma Cut** on a logo, for example, the outline of the logo can be superimposed over a background image. By using **Chroma Key**, the background may be seen through various parts of the image as well as the background. However, if **Chroma Key** is used, any part of the image containing the **Chroma Keyed** colors will also be removed.

Ghosting

The **Ghosting** facility is normally used for photographs and is designed to make the copying of badges extremely difficult. The process removes each alternate pixel from the photograph, giving it a slightly washed out appearance, and ensuring that any attempt to copy the image can be easily detected.

Black & White

This function converts color photographs and bitmaps into a grayscale representation.

Allow Rescale

This function is extremely useful in ensuring an image will fit within the handles of a Picked Object. The system automatically re-sizes the image to fit the size of the selected object.

Editing Facilities

Any Picked object can be edited using the Edit commands. To select the edit menu, move the mouse pointer to Edit on the menu bar at the top of the screen and click the left mouse pointer. A menu will appear with the following items:

- Cut
- Copy
- Paste
- Move Forward
- Move Backward
- Move to Front
- Move to Back
- Center L to R
- Center T to B
- Attributes
- Undo



Cut, Copy, Paste and Undo

The Cut, Copy, Paste, and Undo facilities follow the standard convention for these functions as in most word processing or drawing software packages.

If you are not familiar with these conventions, the Cut facility, if selected, will remove any Picked object from the badge design. The Cut object will be temporarily stored in memory so if the Paste command is selected next, the Cut object will appear in the last selected position on the badge.

The Copy command operates in the same way as the Cut command, but instead of removing the Picked object a copy will be stored in memory and the object will remain on the badge. If you then move the mouse pointer to a new position on the badge and click the left mouse button, selecting the Paste command from the Edit menu will place a copy of the Picked object at the selected position. Each subsequent use of the Paste command will place a copy of the picked object on the badge until either the Cut or Copy command is used for a different Picked object.

Deleting Items From Template






To delete an unwanted field/item from the template, select the item by clicking on it to cause the handles to appear. Click on the Edit menu and select the Cut option from the menu.

NOTE: The Cut option is the only way to delete an item from the template.

Move Forward, Move to Front, Move Backward and Move to Back

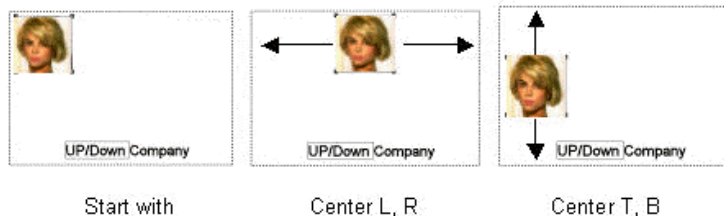
The badge may be designed to have a virtually unlimited number of layers on which objects may be placed. The Move commands allow you to move the individual Picked object forward or backwards through

the layers, so that individual objects may be superimposed over other objects. This is often used to ensure that counterfeiting of a badge is made more difficult.

 <p>UP/Down Company</p>	<p>The badge has a 1) Rectangle, 2) Triangle, and 3) Circle.</p>
 <p>UP/Down Company</p>	<p>If after selecting the rectangle you perform a Move to Front, the rectangle will move to in front of the circle, becoming the first item to the front.</p>
 <p>UP/Down Company</p>	<p>If you select the rectangle again and perform a Move to Back, the rectangle will move all the way to the back, to behind the triangle to its original location.</p>
 <p>UP/Down Company</p>	<p>If the Rectangle is selected and you perform a Move Forward, the rectangle will move to in front of the triangle and behind the circle.</p>
 <p>UP/Down Company</p>	<p>If you select the Rectangle and perform a Move Backward, the Rectangle will move again back to its original location behind the triangle.</p>

Center L, R and Center T, B

Elements of the badge may need to be aligned. Alignment can be done by a click of the mouse. Select the object first and then select **Center Left to Right** or **Center Top to Bottom**.



Pattern Fill Badge

If you want to duplicate the text or image in the background to cover the whole area of the badge, you can select one of three options.



Replicate

The pattern of text or image is copied in adjacent rectangles. For example, if we use the text "Acme Products Inc." in a small rectangle, the background might look like this:

***Acme Products Inc. Acme Products Inc.
Acme Products Inc. Acme Products Inc.
Acme Products Inc. Acme Products Inc.
Acme Products Inc. Acme Products Inc.***

Brick Pattern

If you also choose the Brick Pattern, the background might look like this:

***Acme Products Inc. Acme Products Inc.
ducts Inc. Acme Products Inc. Acme Pro
Acme Products Inc. Acme Products Inc.
ducts Inc. Acme Products Inc. Acme Pro***

Double Space

If you also choose Double Space, the background might look like this:

***Acme Products Inc.

Acme Products Inc.

Acme Products Inc.

Acme Products Inc.***

Attributes

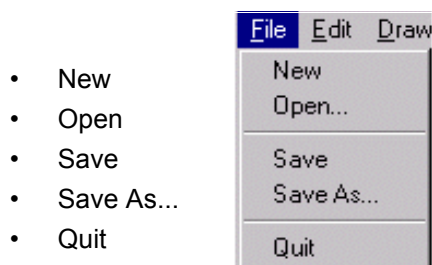
The Attributes selection is the same as clicking the right mouse on an element in the badge to have the attributes window pop up as shown below.

The screenshot shows a 'DEFAULTS' dialog box with the following sections:

- Text Options:** Includes a 'Database' dropdown, a 'Text' input field, a 'Font Name' dropdown (set to 'Arial'), a 'Rotation' dropdown (set to '0'), and an 'OutLine' checkbox.
- Style:** Radio buttons for 'Normal' (selected), 'Bold', 'Italic', and 'Underline'.
- Alignment:** Radio buttons for 'Left Justify' (selected), 'Right Justify', and 'Center'.
- Case:** Radio buttons for 'No Change' (selected), 'Upper Case', 'Lower Case', and 'Mixed Case'.
- Bar Code:** Radio buttons for 'No Barcode' (selected), 'Code 3 of 9', 'Code 128', 'Code 2 of 5', and 'Codabar'.
- Date Format:** Radio buttons for 'No Change' (selected), 'dd/mm/yy', 'mm/dd/yy', 'yy/mm/dd', and 'dd mmm yyyy'.
- Name Formats:** Radio buttons for 'No Change' (selected), 'Last Name', 'First Name', 'Middle Name', 'First and Middle', and 'Flip Name'.
- Color and Lines:** Includes a 'Color' dropdown, a color palette grid, a 'Line Width' spinner (set to '0'), and checkboxes for 'Red', 'Green', and 'Blue'. There are also checkboxes for 'Round Corners' and 'Fill in area'.
- Photo and Bitmap alterations:** Checkboxes for 'Chroma Key', 'Chroma Cut', 'Ghosting', 'Black and White', and 'Allow Rescale'.
- Print If:** Includes 'Database Field' and 'Condition' dropdowns, and a 'Value to Check' input field.
- Pattern Fill Badge:** Checkboxes for 'Replicate' (selected), 'Brick Pattern', and 'Double Space'.

At the bottom are 'OK' and 'Cancel' buttons.

File Menu



During the process of badge design, it is recommended that you periodically save the badge template using the **File** menu on the Menu Bar at the top of the screen. The first time a template is saved you must use the **Save As** command.

By moving the mouse pointer to the **File** menu on the menu bar at the top of the screen and clicking the left mouse button, you will display the **File** menu. To save a template for the first time you should place the mouse pointer over the **Save As** command and click the left mouse button. A dialog box will appear into which you should type the name of the template being saved. The template name may be up to eight characters and no spaces. Once you have selected OK with the mouse, the system will automatically save the template using a TPL suffix.

Once you have initially saved the template using the **Save As** command, future modifications to the template can be saved using the **Save** command from the **File** menu. Using the **Save** Command will automatically save the latest version of the template under its existing filename.

To modify an existing template **File** Menu, it is first necessary to open the file containing the template. To do this, you should select the File menu from the menu bar at the top of the screen. Select **Open** from the **File** menu, and then select the required template from the pick list of templates. You may open a template file by either (1) placing the mouse pointer over the selected template name, and double-clicking the left mouse button, or by (2) clicking once to highlight the file and then moving the mouse pointer to OK and again clicking the left mouse button.

Options Menu

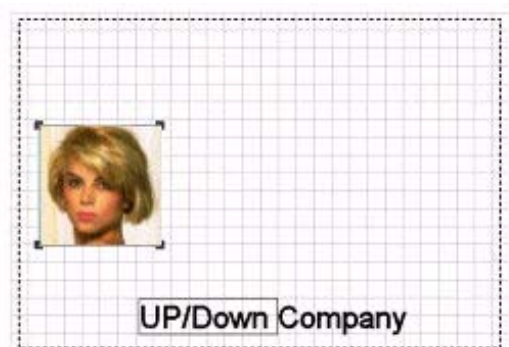
With the system in Badge Design Mode, you may select the Options menus by placing the mouse pointer over the word Options on the menu bar at the top of the screen and clicking the left mouse button. The options menu will appear showing the following available selections:

- Grid
- Snap
- Landscape
- Portrait
- Test Display
- Test Print
- Encode Mag Stripe
- Invert Badge on Print
- Overlamine badge
- Reverse template
- Import Bitmap
- Printer selection
- Parameters



Grid

By selecting the **Grid** option you will be provided with a grid of dotted lines across the face of the badge to assist in locating various items of the badge design. Selecting **Grid** a second time from the Options menu will erase the grid from the display.

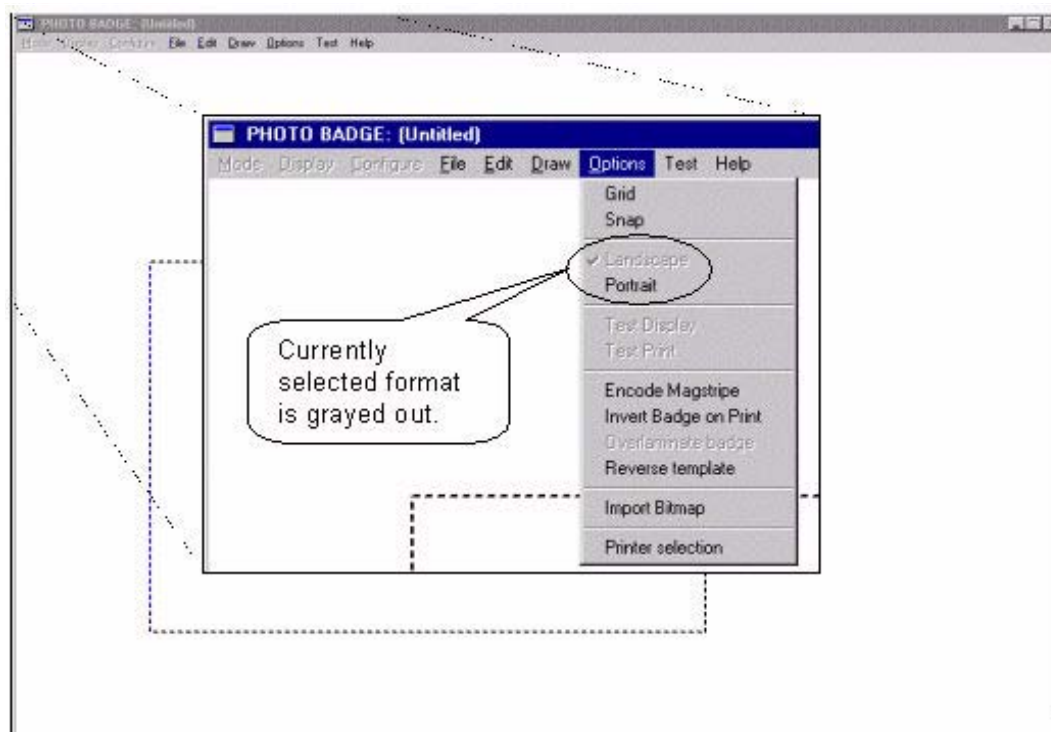


Snap

The Snap facility assists you in lining up objects to the grid lines. When **Snap** is selected the system will automatically align the "Handles" on a Picked object with the nearest Grid line.

Landscape and Portrait

To select a Portrait badge or a Landscape badge, move the mouse pointer to the **Options** selection on the menu bar at the top of the window and click the left mouse button. Choose the selection of **Portrait** or **Landscape**, which is suitable for the badge design you wish to implement. This will alter the dotted line template on the screen for badge orientation selected from the menu as shown below.



Test Display, Test Print

The **Test Display** command allows you to view the badge design with the database information designed into the badge from a default cardholder file set up in the system at the time of delivery. This gives you the opportunity to view the badge design with real database information.

NOTE: Not all fields will be visible.

The **Test Print** command allows you to print the badge shown with the **Test Display** command, to see how the badge will look when printed.

Encode Mag Stripe

Selecting the **Encode Mag Stripe** command will set the printer to encode the magnetic strip on the card with the card number in the standard GE Security format.

NOTE: This can only be done if the correct card stock is used, and an approved printer with Magnetic Stripe encoding option is used with the system.

Invert Badge on Print

Rotates the image 180° when printing the badge.

NOTE: Rotation is usually required for printing Mag Stripe cards.

Overlamine Badge

This feature laminates a security hologram on to the card during printing. The printer must support this feature, such as Eltron P500, Fargo PRO-L, etc. If the selected printer does not support this feature, the option on the menu list will be grayed out.

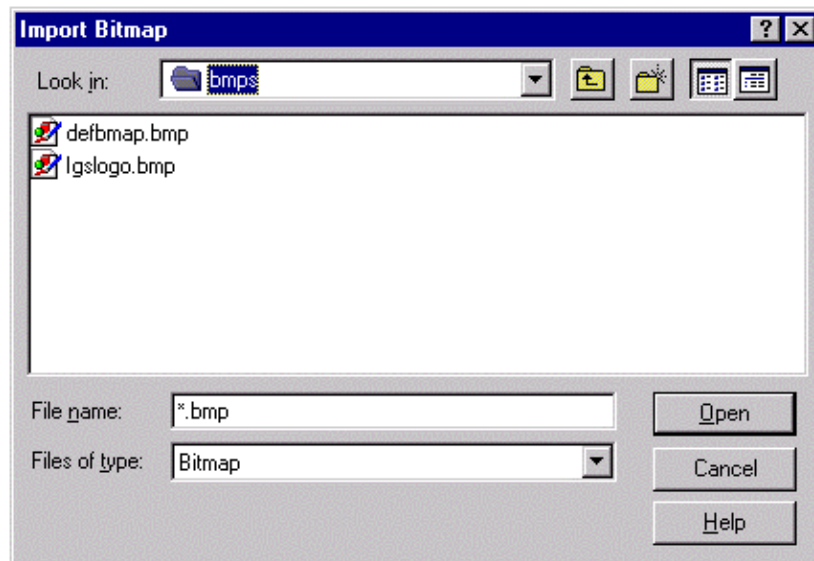
Reverse Template

When selected this feature will print the selected template on the back of the card. If the printer does not support double-sided printing the reverse template feature will be grayed out in the menu.

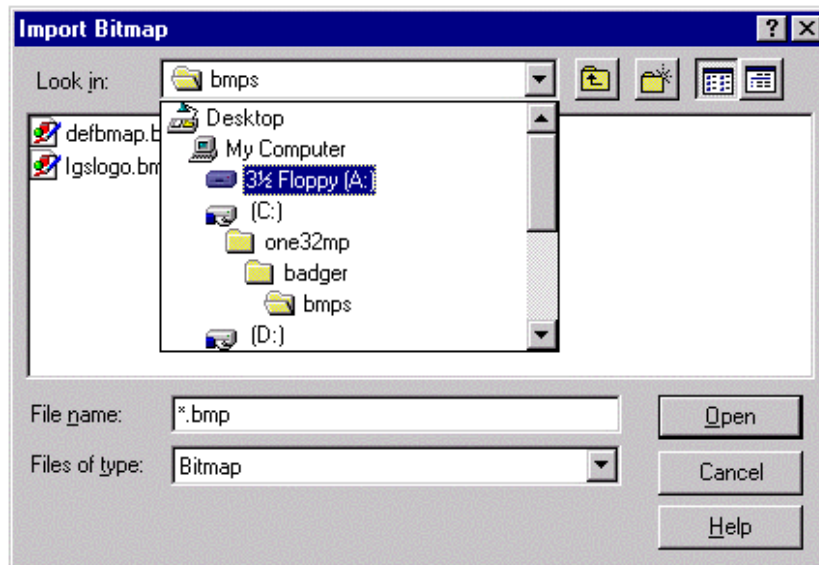
Import Bitmaps

A wide range of options is available for inserting Bitmaps into a card, such as logos, designs and photographs, may be imported into the badge design.

To import a bitmap into a Badger Program, from the **Options** menu select **Import Bitmap**. The following Import Bitmap window will display.

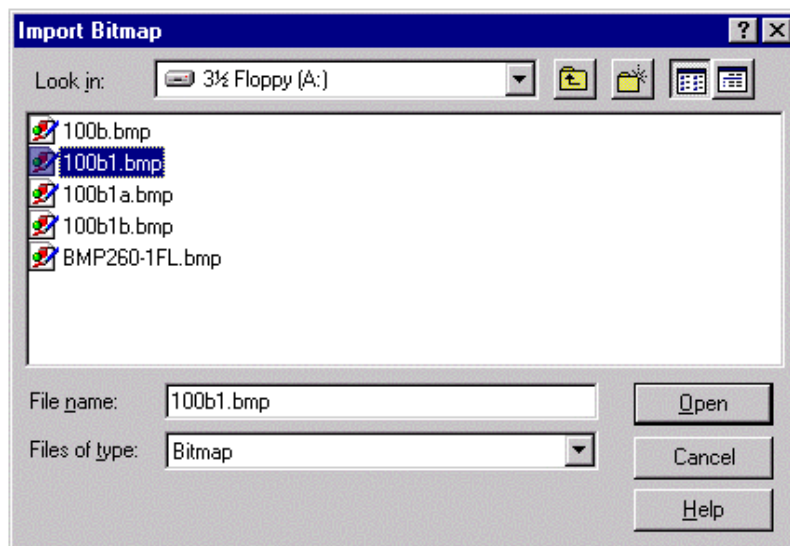


Select the bitmap file to import by clicking on it so that it is highlighted and click the **Open** button.



Click the down arrow to the right of the **Look in** field at the top of the window.

From the scroll list select the **Floppy A: Drive**.



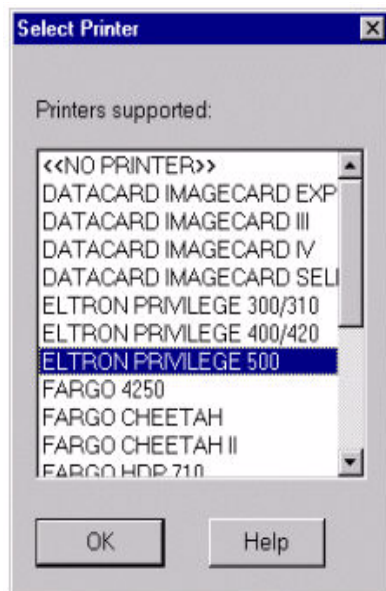
Select the bitmap file to import and click the **Open** button.

After the window closes the Bitmap will appear on the list of Bitmap available from the Draw, Bitmap, List.

To access the bitmap for installation into the badge template, from the Badger Photo Badge design window, select the Bitmap command from the Draw menu. Once the location of the bitmap object has been set up on the badge, a pick list will appear with the file name of available bitmaps, including any you have imported using the steps above. Use the procedure described previously in this section to install the bitmap into the badge.

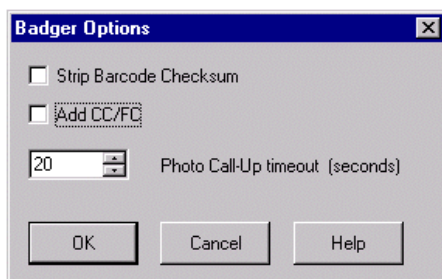
Print Selection

The **Select Printer** drop-down list allows you to select the photo printer being used.



Parameters

The Parameters menu selection pops up the **Badger Options** window and allows you to set the Strip Bar Code Checksum, and Add CC/FC.



Strip Bar Code Checksum

This option, when selected, will stop the checksum portion of the bar code information from printing on the badge. The option may be selected by clicking on the box to the left of the option placing a check mark in the box. To de-select the option, click the box again to remove the check mark from the box.

Add CC/FC

The Add CC/FC option will add the Company Code and Facility Code to the cardholder number on the badge. Select the option by clicking on the box to the left of the option and the Company code / Facility Code will be printed on the badge along with the cardholder number. See, the example below.



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Chapter 10

Map Button

This feature is currently not being evaluated by UL.

Color Graphics Maps

The TOPAZ Color Graphics software is an integrated part of all TOPAZ Software packages. The software allows you to add drawings, floor plans, and pictures to the system as maps.

A variety of icons that come with the software, or ones you can create, are assigned to the maps and represent alarm, access, control points, and map links. When the alarm points the icons represent generate an alarm condition, the icons will flash. Acknowledgement of the alarm is required. You can then use the access and control icons to lock and unlock doors, turn on lights, and control other functions that the alarm point has been configured for. The map links allow you to jump between related maps with a mouse click.

All activity you perform with the TOPAZ Color Graphics software is archived in the Operator History file and can be recalled.



Caution:

While in the configuration mode, which allows you to add and modify maps and icons, the icons on the maps will not be updated until the color graphics system is placed back into online mode.

NOTE: For best overall image quality and operating efficiency, make sure the most current video drivers for the card being used are loaded and minimum of 2 Megabytes of video RAM is installed.

Maps used in the software must be Enhanced Metafile (emf) type files. You can convert AutoCAD, dxf, jpeg, and bitmap files to emf with third party software such as Paint Shop Pro.

The TOPAZ Color Graphics software is automatically activated when the TOPAZ software is started and you press the **MAP** button. It shuts down when you log-off or exit TOPAZ.

You can hide the Map window by clicking the  **Minimize** button in the top right corner of the map window.

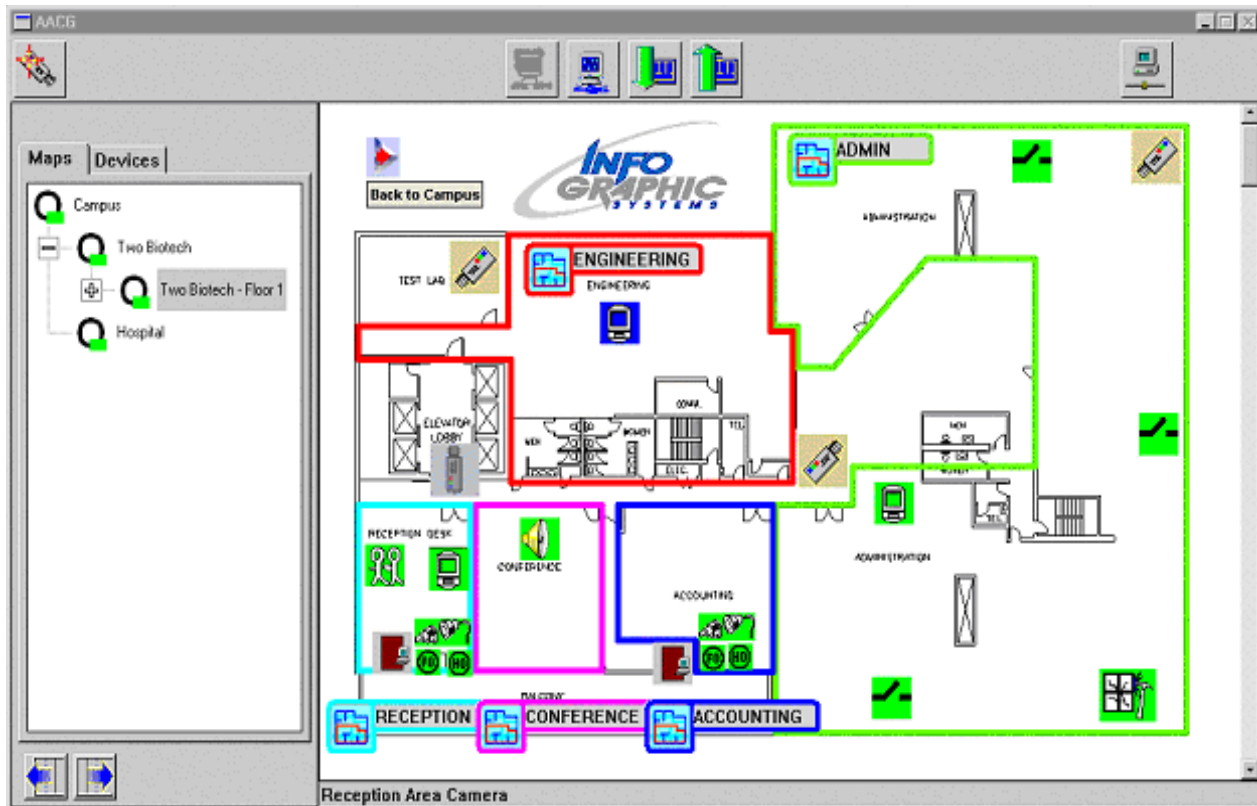
If you don't see a MAP button then Color Graphics has not been configured for the workstation. To enable Color Graphics:

1. Select the **Hardware** button on the left side of the main screen.
2. Select **Workstation**.
3. Under Workstation, select the name of your workstation. The name should appear in the Workstation Name field.
4. Select **Alarm Graphics** by clicking the mouse in the check box placing a check mark in it.
5. Click the **Save/Add** button.
6. Click the **Refresh Alarm Queue** button to show the MAP button.

Operating TOPAZ Color Graphics

Activating Map Screen

To activate the TOPAZ Color Graphics Maps, click the **MAP** button in the lower left corner of the screen or triple-click on any alarm in the alarm queue window at the bottom of the screen. A map window like the following will display.



Map Screen

The Map Screen contains two windows. The window on the left contains the Map and Device Trees. The Map Tree is a hierarchical view of the maps that have been assigned to the color graphics system. Click the map name or its icon in the tree to display the map in the map window. The device tree shows all currently configured device, alarm points, readers, relays, etc. The map window on the right displays the currently selected map.



Caution:



Any time a field device is not communicating with the server, all icons associated with the device will be grayed out. When communication is restored, it may take 30 seconds for the map to update and the icons to reflect the current status.



Operating the Map Screen

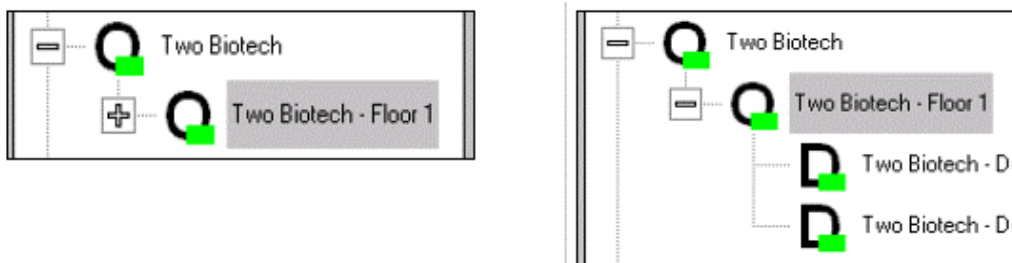
The map window will display the currently selected map. If there are additional maps assigned to the color graphics system, they will be listed in the map tree in the left window.

To display other maps in the window, select the Maps tab at the top of the Maps / Devices Tree window. This will display the list of maps that have been added to the color graphics system.

The map tree is a hierarchical list of maps consisting of Overview maps and Detailed maps. Any time there are maps assigned under an overview you may need to expand the overview to see the list of detailed maps under it.

	Overview Map – A map that has been initially added to the system.
	Detail Map - A detail map is a portion of the overview map above it in the hierarchy, shown when the tree has been expanded.

An overview map that is preceded by the  sign has additional maps collapsed under it. To see the list of maps under the overview map, click the  in the map tree to expand it, as shown in the following example.



To view any map in the map window click on the map name in the tree.

Map Icons

The icons control different results, depending on the icon type.

The icons on the map represent alarm points, reader doors, relays, security areas, map links, and cameras. When the mouse arrow is passed over an icon the name of the icon will display in the bottom left corner of the map window.

Alarm Icons

The interactive map alarm icons will change color to show the alarm status in real time.

Green – The alarm is in a normal secure condition and is not masked.

Green Flashing – The alarm has returned to normal condition, but needs to be acknowledged and cleared.

Red – The alarm has been acknowledged, but has not cleared (reset) yet.

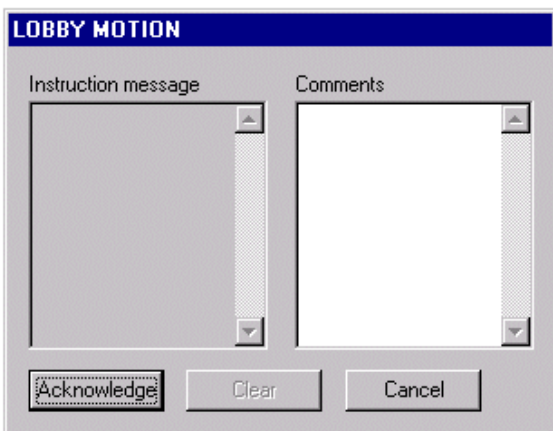
Red Flashing - A new alarm has been activated that needs to be acknowledged and cleared.

Blue – The alarm is currently masked and will not generate a new alarm condition, but will report trouble conditions.

Yellow – A new alarm trouble has been activated that needs to be acknowledged and cleared. The trouble condition will be reported even if the alarm point is masked.

Yellow Flashing – A new alarm trouble has been activated that needs to be acknowledged and cleared. The trouble condition will be reported even if the alarm point is masked.

To acknowledge a flashing alarm point, double-click its icon. The following window will display.









The left side of the window may have an instruction message. The right window is for you to type informational comments about the alarm or actions you take.











NOTE: DIAMOND II has several common characters which cannot be used. These characters are: Apostrophe ('), Comma (,) Greater Than (>), Less Than (<) and Quote Marks (").

Click the **Acknowledge** button to stop the alarm sound and stop the flashing of the icon. You may then enter your comments and either click **Clear** or click **Cancel**. Cancel will close the window without comments and allow you to reopen it later to add comments and then click **Clear**.

There are different types of icons for alarms conditions: door alarm, forced open, and held open. When you double-click on these icons, the Show Details window will display.

Other alarm icons are for general alarms such as intrusion, motion, duress, glass break, high temp, water leak, etc. There are default icons listed below.

Default Alarm Icons (user assignable/configurable)	
Icon	Description of Alarm Icon Represents
	AC Power Failure - Power to the field panel has failed
	Device Offline - Communication to the field device has failed
	Door Alarm - Magnetic door contacts on the reader doors.
	Duress Alarm - When a duress PIN code has been entered at the keyboard.
	Fire Alarm - Auxiliary output from fire panel has activated.
	Forced Open - When a reader door is open without authorization.

Default Alarm Icons (user assignable/configurable)	
	Glass Break - Alarm glass break detector has been activated while not masked.
	Held Open - When a door is not secured within the allowed time set in the reader configuration.
	High Temperature - The temperature in the room has risen above the set threshold.
	Low Battery - The DC Battery in the field controller has dropped below the required voltage.
	Motion Detector - Alarm motion detector has been activated while not masked.
	Request to Exit - A request to exit has been received from the reader door.
	Smoke Detector - Auxiliary output from fire panel for a smoke detector has been activated.
	Standard Alarm - Other types of alarm points not covered by any other default alarm category
	System Input - Low Battery or AC Power Failure.
	System Tamper - Field controller panel door has been opened.

Masking Alarm Points

To Mask or Unmask the alarm point, right-click on the icon and a menu will display next to the icon. From the menu you can select any of the options that are not grayed out. In the following example the only options are Mask and Details. If the alarm was currently masked or configured as a non-maskable alarm point, the Mask option would also be grayed out.







Click on the option you want to select it.

You can also place the mouse arrow on the icon, highlighting it. This will make the Mask, Unmask, and Toggle Mask icons appear in the top left portion of the toolbar. While the icon is highlighted, click the desired button on the toolbar.

Reader/Door Icons

There are four reader door icons, described below.

Default Reader Door Icons	
	Locked – The reader door is locked and NO access will be granted. When you double-click on the icon the reader door will go to the Timed Mode.
	Unlocked – The reader door is unlocked for free access.
	Control Mode – The computer is controlling the reader door.
	Reader Door in Timed Unlock Mode – The reader door will be unlocked for a set time (lock time) and will return to its previous mode at the end of the time cycle.

NOTE: The door icon on the map will be grayed out when the panel is offline (not communicating with the server).

To change the status of the reader door, right-click on the reader door icon and a menu will display next to the icon. From the menu you can select any of the options that are not grayed out. In the following example the options available are Lock, Unlock, and Timed.





Click on the option you want to select it.

You can also double-click the reader door icon to have it open (unlock) the door for the pre-set unlock time. For example, if you double-click the door icon, it will send an Unlock Timed command to the door. At the end of the time cycle the reader door will return to its previous mode (System Controlled or Locked).

NOTE: The door will stay unlocked for its configured lock time, but the icon on the color graphics map will only change to the timed unlock icon for about 3 seconds.

Relay Icons

Default Relay Icons	
	Deactivate – Relay is deactivated. (Green)
	Activate – Relay is activated. (Red)

NOTE: The relay icon on the map will be grayed out when the panel is offline (not communicating with the server).

There are three types of relay actions: activate, deactivate, and pulse. When you double-click on the icon it will pulse (activate) the relay for less than one second.

To control a relay, right-click on the relay icon to display a menu. From the menu you can select any of the options that are not grayed out. In the following example the options available are: Activate, Toggle, and Pulse.



Activate – When clicked, the relay will activate and will not change until the deactivate command is sent by you or the system.

Toggle – When clicked, the relay will change to the opposite of its current state. For example, if the relay is activated, when the toggle is clicked, the relay will deactivate.

Pulse – When clicked, the relay will activate for just under one second and then deactivate.



Click on the option you want to select it.

You can also double-click the relay icon on the map, which will pulse the relay, activating it for just under one second and then deactivate it.

NOTE: The relay will pulse (about .5 seconds), but the pulse icon will show on the color graphics map for about 3 seconds.

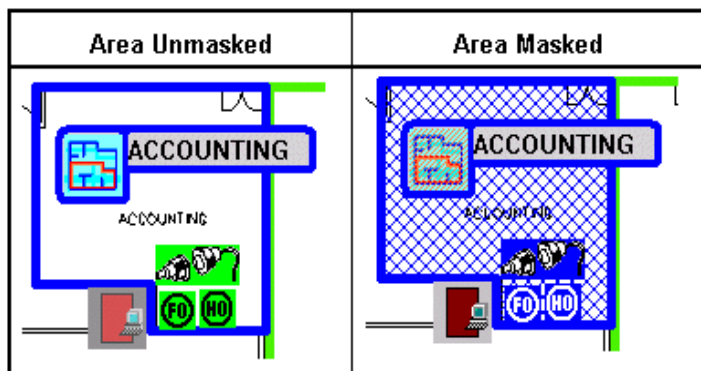
Security Area Icons

There is only one (1) icon for each Security Area. The icon will change to indicate if the area is Masked or Unmasked.

Security Area Icon	
 BACK DOOR	Unmasked Security Area – The area is unmasked and will report any alarms generated that are assigned to the area.
 BACK DOOR	Masked Security Area – The area is masked and alarm conditions will not be reported. The only alarms that will be reported are non-maskable alarms and trouble alarms.

Color Coded Security Areas

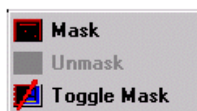
The security area may be color-coded. This changes the black outline of the icon and area name to a selected color. The area of the map that covers the security area may be outlined as well. The color of the outline on the map will be the same color as the outline of the icon, as in the example below.



Notice that the alarm icons change from green to blue when the area is masked.

Masking Security Areas

To Mask or Unmask a security area, right-click on the security area icon to display a menu next to the icon. From the menu you can select any of the options that are not grayed out. In the following example the only options are Mask and Toggle Mask. Any alarms assigned to the area that are configured as non-maskable will not be masked.




Click on the option you want to select it.

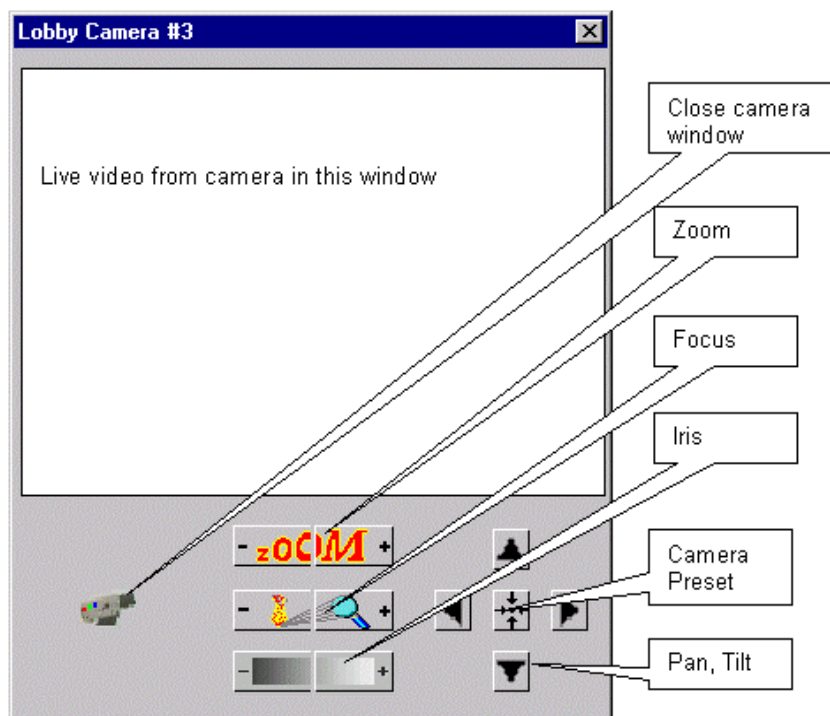
You can also place the mouse arrow on the icon, highlighting it. This will make the Mask, Unmask, and Toggle Mask icons appear in the top left portion of the toolbar. While the security area icon is highlighted, click the desired button on the toolbar.

Camera Icon

Camera Icon (optional)


Camera Icon (optional)	
	The camera icon - When clicked, it will display the camera window, which shows the live camera image and any control options available for the camera.


The following example shows the camera window with the location of the pan & tilt, zoom, focus, iris, preset features, and how they operate. Most cameras do not have all of these features. Only the features that are available and configured for the camera will appear in the window.



Pan the camera by clicking the left ◀ and right ▶ arrows.

Tilt the camera by clicking the up ▲ and down ▼ arrows.

Initiate the camera's preset by clicking the  button in the center of the arrows.

Zoom the camera by clicking the  – and + buttons.

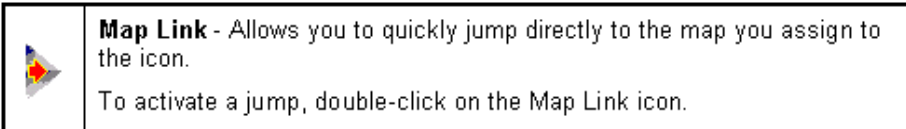
Focus the camera by clicking the  – and + buttons.

Adjust the camera's iris by clicking the  – and + buttons, which will lighten and darken the image.

Close the window by clicking on the **Animated Camera** button in the bottom left corner or the  in the top right corner of the window.

Map Links

A Map Link allows you to display the maps that have been assigned to the icon.



Toolbar

The toolbar at the top of the map window contains buttons you can click to:

- Manually scroll through the map tree.
- Automatically scroll through the map tree.
- Select configuration mode.
- Issue commands to selected points.

The buttons that appear at the left end of the toolbar will change as the mouse arrow is passed over different types of icons on the map.

When you want to change the current status of an icon on the map, the quickest and easiest way is to right-click on the icon for the menu, but you may also pass the mouse arrow over the icon. This will highlight the icon, selecting it for action. The icon on the map will stay highlighted and selected until the mouse is passed over another icon, highlighting it for action.





After making sure you have the correct icon highlighted and the name appears in the bottom bar of the map window, you can then move the mouse to the toolbar and click the button for the action you want to take.



Caution:



Make sure you have the correct icon selected before taking any action. Once an icon on the map is selected and highlighted, you must be careful not to pass the mouse over any other icon while moving the mouse to the toolbar. As stated above once the mouse arrow is passed over another icon, that icon will then be selected and highlighted. This could cause you to take action on the wrong icon.

Map Function Buttons

	Freeze Map Scrolling - This button will stop the map from scrolling automatically. (Grayed out when the map-scrolling mode is already stopped).
	Restart Map Scrolling - This button will start the map automatically scrolling through the map tree. (Grayed out when the maps are automatically scrolling through the map tree).
	Previous Map on Tree – Each time this button is clicked the map just above the one currently selected in the tree will display.
	Next Map on Tree – Each time this button is clicked the map just below the one currently selected in the tree will display.

Configuration Button

The **Configuration** button at the right end of the toolbar allows you to take the Color Graphics software offline and enter the configuration mode where you can set up maps and icons.

	On Line Mode – This button will take the Color Graphics off-line and put the software in the configuration mode. (Grayed out when color graphics is in the configuration mode).
	Configuration Mode – This button will exit the configuration mode and put the Color Graphics software back on-line. (Grayed out when in the color graphics software is on-line).






Caution:

While in the configuration mode, if alarms linked to icons on the maps are activated, the icons will not be updated until the color graphics system is back online.

The following buttons will only appear in the upper left corner of the toolbar after the mouse has selected an icon on the map.

Security Area Masking Buttons

When a security area icon is selected on a map by placing the mouse arrow on it, the following buttons appear in the top left corner of the toolbar. When masking a security area all alarm points linked to the area will be masked unless they are configured as a non-maskable alarm point.

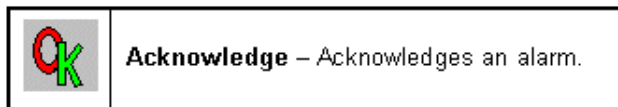
	Unmask Security Area – Will unmask the currently selected security area.
	Mask Security Area – Will mask the currently selected security area.
	Mask/Unmask Security Area – Will toggle between masking and unmasking the selected security area. When the area is masked the button will unmask the area. When the area is unmasked the button will mask the area.

You can also right-click on the security area icon to display a menu next to the icon. From the menu you can select any of the options that are not grayed out. In the following example the only options are Mask and Toggle Mask. Even if Mask is selected, any alarms assigned to the area that are configured as non-maskable will not be masked.



Click on the option you want to select it.

Acknowledge Alarm



To use this button to acknowledge a new alarm or an alarm that has returned to normal you must first select the alarm by passing the mouse over the alarm icon requiring acknowledgement. You can then click **OK** button to acknowledge the alarm.

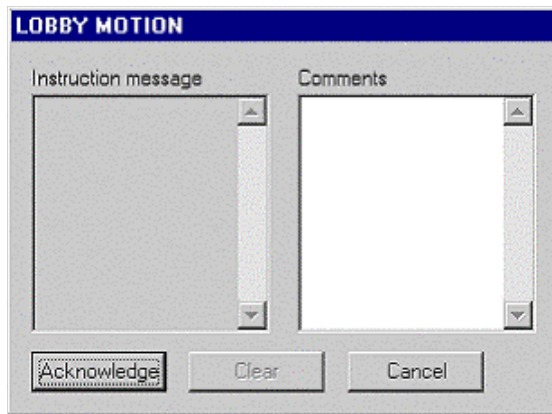
If you are acknowledging an alarm that has returned to normal, don't forget to clear it.



Caution:

Make sure you have the correct icon selected before taking any action. Once an icon on the map is selected and highlighted, you must be careful not to pass the mouse over any other icon while moving the mouse to the toolbar. As stated above once the mouse arrow is passed over another icon, that icon will then be selected and highlighted. This could cause you to take action on the wrong icon.

The easiest and quickest way to acknowledge and clear the alarm is to double-click the icon to display the Alarm Detail window or right click on the icon to display the menu and click the Details selection.



Type any informational comments about the alarm or actions you take and click Clear. If you click the **Cancel** button the window will close without clearing the alarm or saving any comments. You can open the window at any time to type comments and clear the alarm. Once the alarm is cleared the window when displayed will be blank once again.



Warning:

If you have acknowledged an alarm that has returned to normal and you do not clear it, the icon for that point will be green and appear to be normal. Until the alarm is cleared, new alarms for that point will only turn the icon to steady red on the color graphics map. It is suggested that once an alarm has returned to normal you clear it right away.

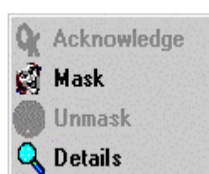
NOTE: You may only clear an alarm that has returned too normal.

Alarm Point Masking Buttons


When an alarm icon is selected on a map by placing the mouse arrow on it, the following buttons appear in the top left corner of the toolbar.

	Mask Alarm – This button will mask the currently selected alarm point on the map so it will not be reported. The icon will turn blue while masked.
	Unmask Alarm - This button will unmask the currently selected alarm point on the map so any alarm condition will be reported. The icon will change from blue to green.

To mask or unmask the alarm point, right-click on the icon to display a menu next to the icon. From the menu you can select options that are not grayed out. In the following example the only options available are Mask and Details. If the alarm were configured as a non-maskable alarm point the Mask option would also be grayed out.







Click on the option you want to select it.

	<p>Details – Activates the Alarm Detail window to show alarm instructions, acknowledge the alarm, clear the alarm, and type in comments.</p> <p>This button will display Alarm Detail window. See <i>Acknowledge Alarm</i> for more information.</p>
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You can also double-click the alarm point icon on the map to display the Alarm Detail window.

Relay Control Buttons

	Relay Activate – Activates (turns on) the selected relay.
	Relay Deactivate - Deactivates (turns off) the selected relay.
	Relay Toggle – Toggles the relay between activated and deactivated.
	Relay Pulse – Activates the relay for just under one second and then deactivates it.

Double-clicking the relay icon on the map will also toggle the condition of the selected relay. For example, if the relay is active, when you double-click on the icon, it will deactivate the relay and vice versa.





You can also right-click on the relay icon to display a menu next to the icon. From the menu you can select any of the options that are not grayed out. In the following example the options available are Activate, Toggle, and Pulse.



Click on the option you want to select it.

Reader Control Buttons

These buttons control the selected reader.

	Reader Lock – Will lock the selected reader, denying access to all cardholders.
	Reader Unlock – Will unlock the selected reader, allowing the reader door to be opened without requiring a card and/or PIN.
	Reader Controlled – Places the reader under control of the software.
	Reader Open Timed – Unlocks the reader door for the time duration set in the reader configuration. At the end of the time duration, the reader will relock automatically.

To change the status of the reader door, right-click on the door icon to display a menu next to the icon. From the menu you can select any of the options that are not grayed out. In the following example the options available: are Lock, Unlock, and Timed.





Click on the option you want to select it.

You can also double-click the reader door icon to have it open (unlock) timed. For example, if you double-click the door icon it will send an Open Timed command to the door. At the end of the time cycle the reader door will return to it's previous mode.

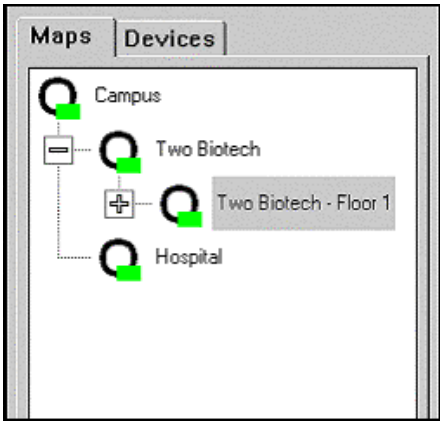
The open time is the unlock time in seconds that was selected during the reader's set up.

Map Window Sizing Buttons



These buttons control the size of the map and tree windows.

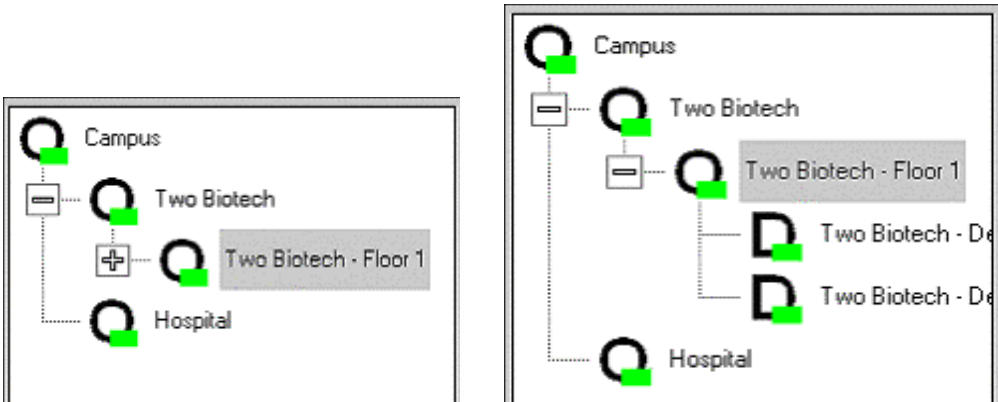
	Increase Map Window – Each time the button is clicked the map window increases in size to a preset maximum. As the map window increases the map tree window decreases in size.
	Decrease Map Window - Each time the button is clicked the map window decreases in size to a preset minimum. As the map window decreases the map tree window increases in size.



Map Tree and Devices Window



Maps Tab

The Maps Tab displays a hierarchical view of all maps with their assigned names. Each map's placement in the tree is determined by when it was added to the system. You can click the  buttons to expand the tree and the  buttons to collapse the tree.




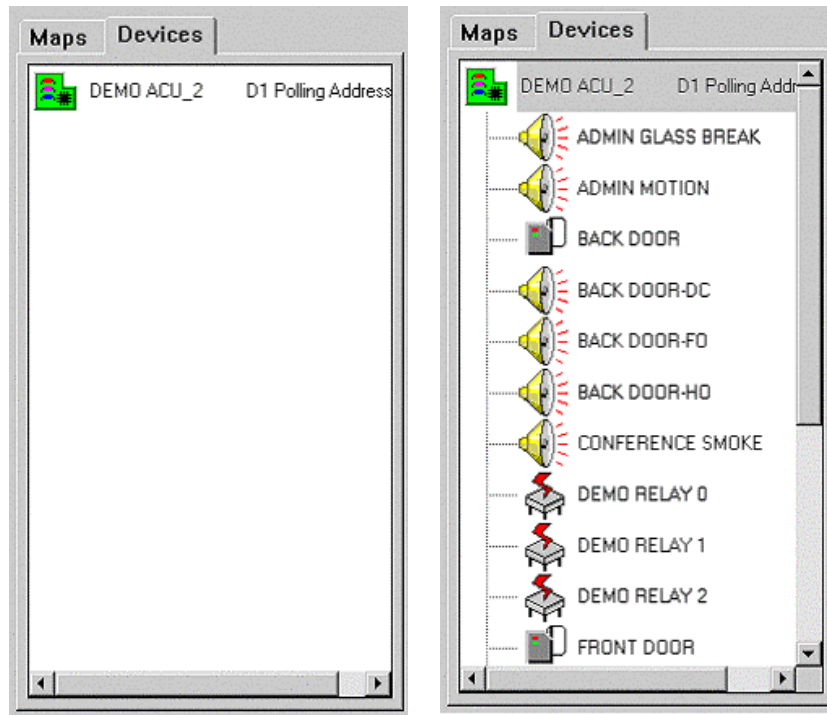
	Overview Map – An imported map that has additional detail maps added under it.
	Detail Map - A detail map is a portion of the overview map above it in the hierarchy.

You can select a map from the tree by clicking on the map name, which will display it in the map window.

Device Tab

Clicking on the Device tab will display the list of field devices (ACUs, etc.) that are currently configured in the system, as shown below.

Double-clicking on the  device icon or device name will expand the device tree as shown below. The device tree lists all the alarm points, readers, and relays that are currently configured in the system for the device.



The device tree is used to locate the map an icon is currently assigned to, add icons to the maps, and control the device points.

If you click on a device name in the tree that is already assigned to a map, the map it is assigned to will display in the map window and the icon on the map will highlight.

Device Point Icons



There are three types of point icons under the  device icon in the device tree.

	Alarm Point
	Reader
	Relay

You can control a point listed in the device tree by clicking on it and the corresponding control buttons will display in the toolbar above the tree. You can then click the desired button to control the selected device point.

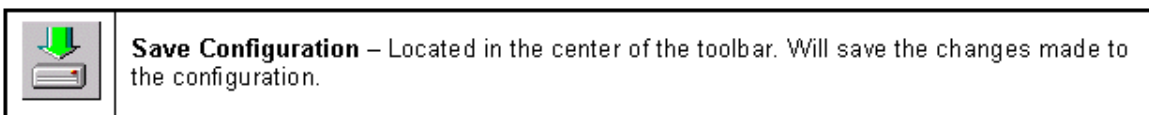
Configuring Color Graphics


Adding Maps

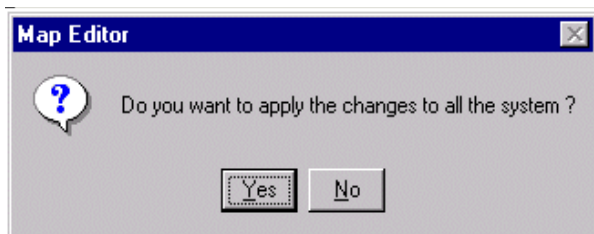
To add a map to the Map Tree you must place the TOPAZ Color Graphics system into the configuration mode. Do this by clicking the  **Go to Configuration Mode** icon in the right end of the toolbar. The icon will change to the  **Go to Online Mode** icon showing you are in the configuration mode.


**Caution:**

While in the configuration, alarms linked to icons on the maps will not be updated until the color graphics system is placed back online.





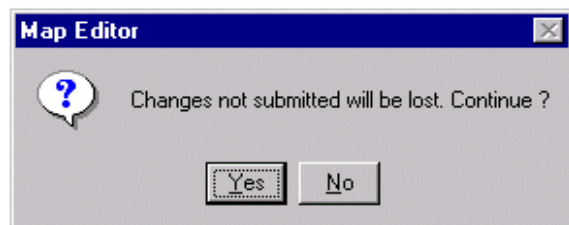
When you have finished with the configuration, click the  **Save Configuration** button and the following message will display.



Click the **Yes** button to save the changes and then click the  **Go to Online Mode** button to return to the Online Mode.



Click the **No** button to return to the configuration mode without saving any changes.

When you click the  **Go to Online Mode** button to return to the online mode, if you have made changes, and have not clicked the  **Save Configuration** button, the following message will display.







Clicking the **Yes** button will disregard your changes and return to the online mode.

Clicking the **No** button will close the message and return you to the configuration mode. You can then click


the  **save** configuration button to save your changes and then click again the  button to return to the online mode.


While in the configuration mode the buttons on the toolbar will not change unless you click on a device point in the tree.

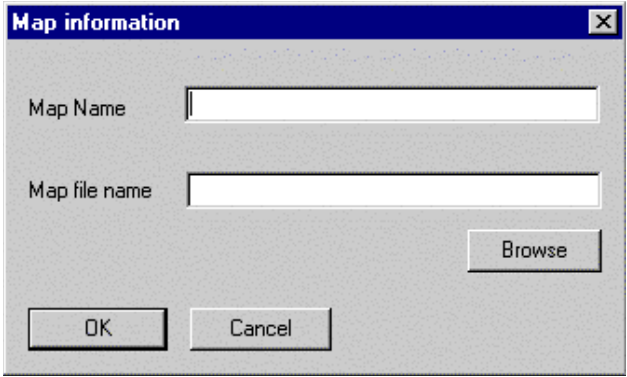
Map Configuration Buttons

Map Configuration Buttons	
	Insert Sibling Map – Will add a map to the bottom of the list at the same level as the map currently selected.
	Insert Child Map – Will add a map as a lower level than the one currently selected.
	Insert Detailed Map – Will allow you to select a portion of the currently selected map to be created as a lower level more detailed map.
	Delete Map – Deletes the currently selected map from the tree.

Add Sibling or Child Map

To add a Sibling map to the tree, select a map in the tree at the level you want the new map to be placed in. Click the  **Sibling Map** button and the Map information window below will display.

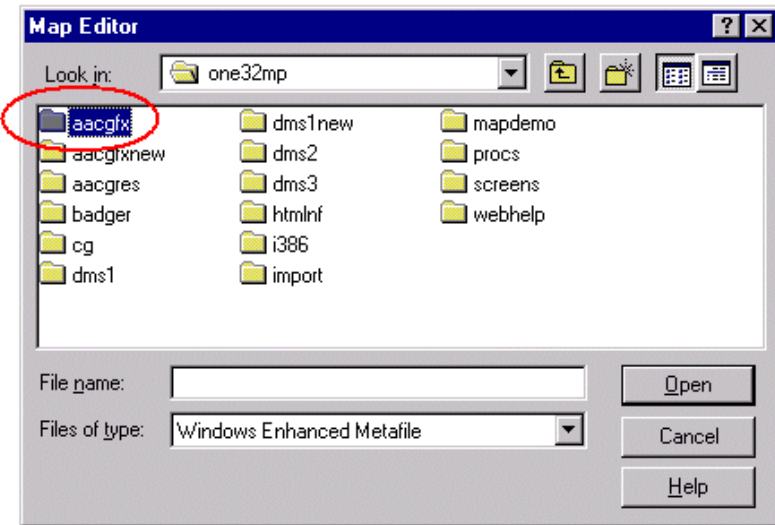
To add a Child map to the tree, select the map in the tree that you want the new child map to be placed below. Click the  **Child Map** button and the Map information window below will display.



The "Map information" dialog box contains the following fields and buttons:

- Map Name**: A text input field.
- Map file name**: A text input field.
- Browse**: A button next to the "Map file name" field.
- OK**: A button at the bottom left.
- Cancel**: A button at the bottom right.

Click the **Browse** button to locate the map file to add and the following window will display.




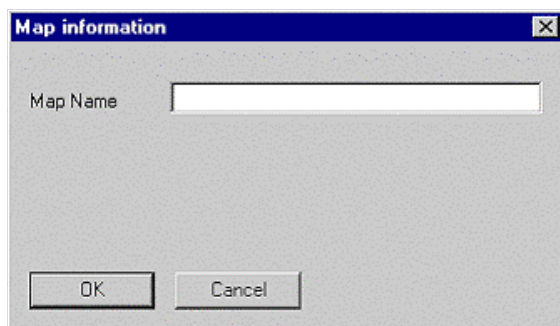
Using the standard Windows convention, locate the map file you wish to add. Click **Open** and the map will be copied to the **aacgfx** directory.

NOTE: The only map files that can be added to the Color Graphics system must be an *Enhanced Metafile* format and have the .emf extension.

Detailed Map

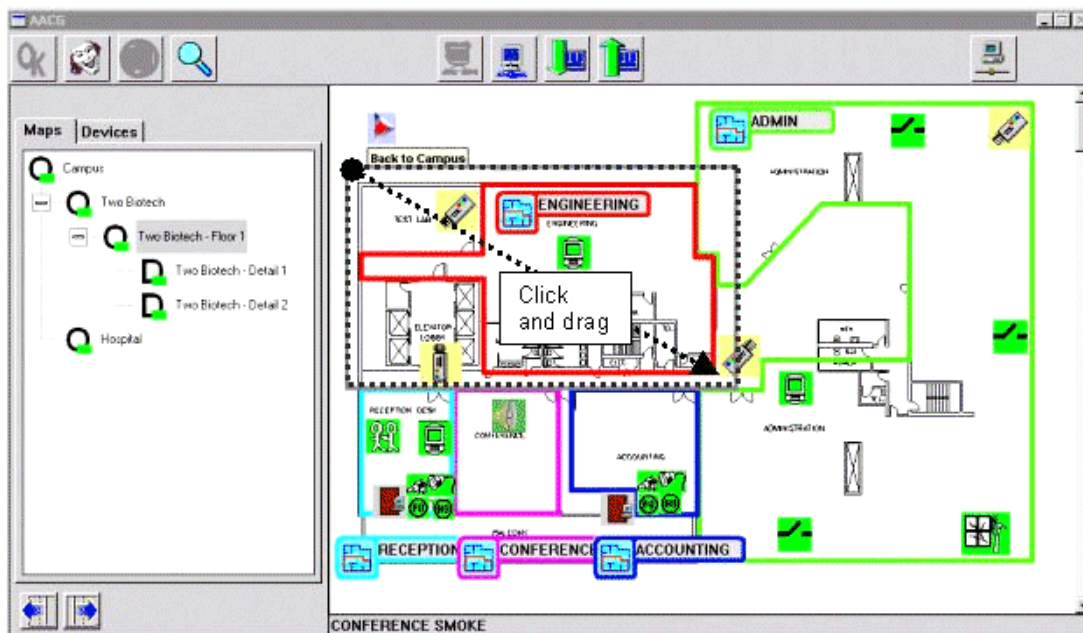
A detailed map is created from a portion of a current map in the tree by drawing a rectangle around the area you want to become the new detail map. This allows you to have an overview map of a building and then a more detailed cut away of an area or room from the building overview map.

To add a detailed map to the tree, select the map in the tree you want to make the detail map from. Click the  **Detailed Map** button and the Map information window below will display.

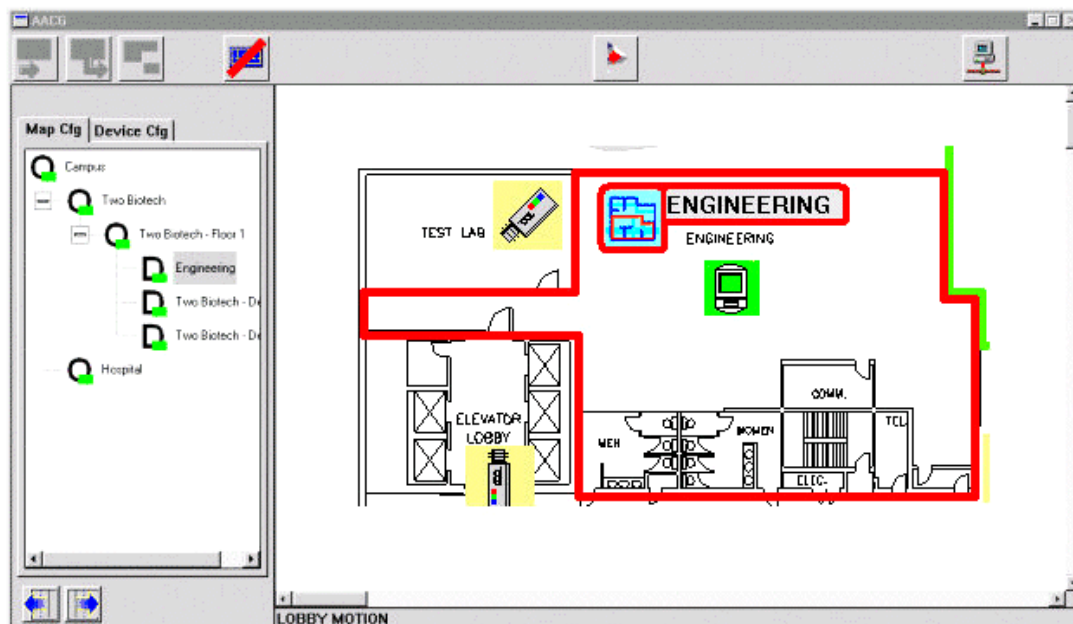



Enter the Map Name that will display with the icon on the map and click **OK**.

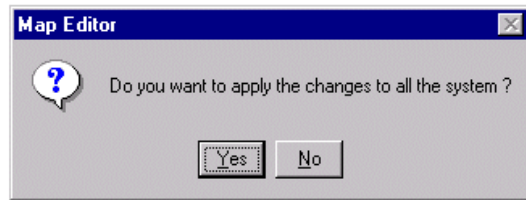
Select the area to be saved as the new detailed map by placing the mouse pointer at the starting point on the map, then click and hold the left mouse button while dragging a rectangle around the desired area on the map.




When you release the mouse button the area you selected will become the new detailed map in the map tree with the name you entered. All the icons in the selected area will also be placed in the new map.





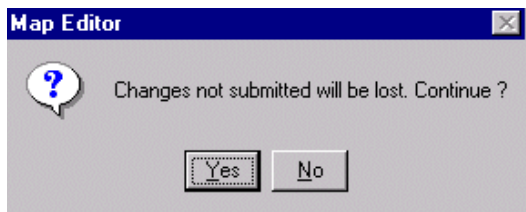
When you have finished with the configuration click the  **Save Configuration** button and the following message will display.



Click the **Yes** button to save the changes and then click the  **Go to Online Mode** button to return to the online mode.

If you click the **No** button you will be returned to the configuration mode without saving any changes.

When you click the  **Go to Online Mode** button to return to the online mode, if you have not clicked the  **Save Configuration** button the following message will display.

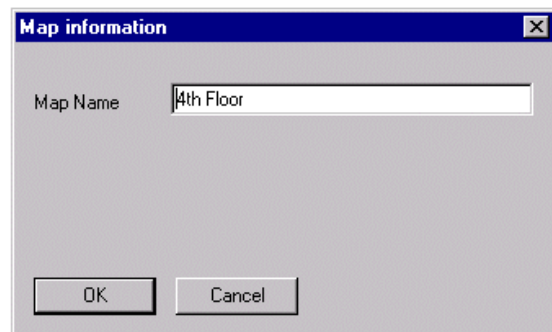


Click the **No** button to exit the message. Click the  **Save Configuration** button and then the  **Go to Online Mode** button to return to the online mode.

If you click the **Yes** button your changes will be disregarded and you will return to the online mode.


Rename Map

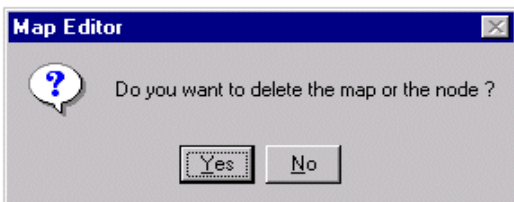
To rename a map in the map tree double-click on the map name and the following window is displayed.




Type in the new map name and click the **OK** button.

Deleting Map

To delete a map from the tree select the map to be deleted by clicking on the map name in the tree. When the map will display in the map window, click the  **Delete Map** button and the following message will display.

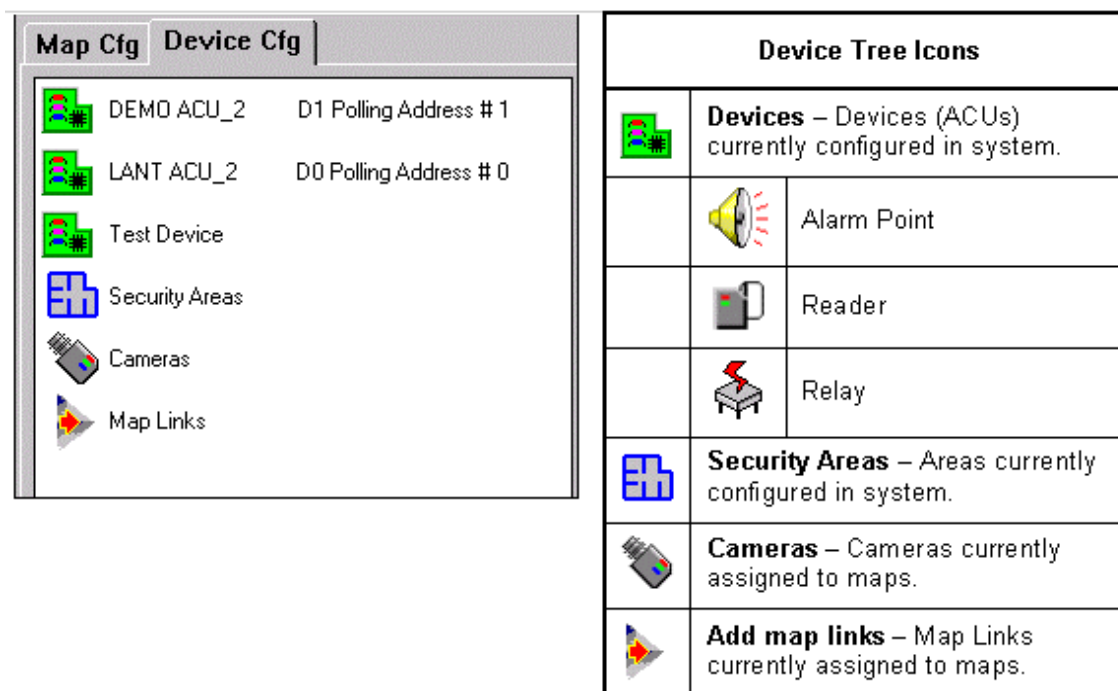


Click the **Yes** button to delete the map or **No** if you do not.

When you have finished with the configuration click the  **Save Configuration** button to save your changes.

Adding Points to Map

To add a point to a map, select the map to add points to from the tree, then select the Device tab. Double-click any type icon to expand the list of configured device points.



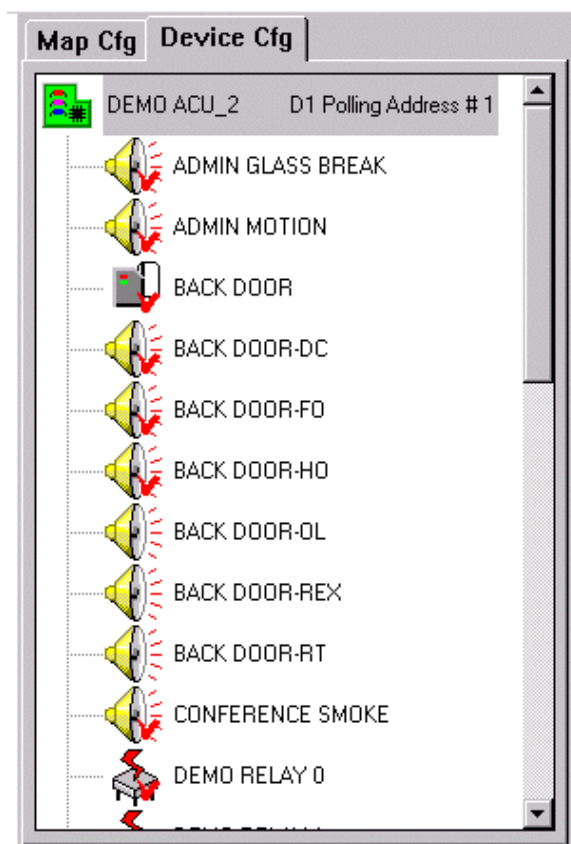
There are six types of icons in the tree that you can add to a map. Three (3) are device points.

- Device Points
 - Alarms
 - Readers
 - Relays
- Security Areas
- Cameras (Optional)
- Map Links

These icons are described in detail in the following sections.

Adding Device Points to Map

Double-click the **Device** icon to expand the Device Tree for a list of currently configured points that can be added to the map.



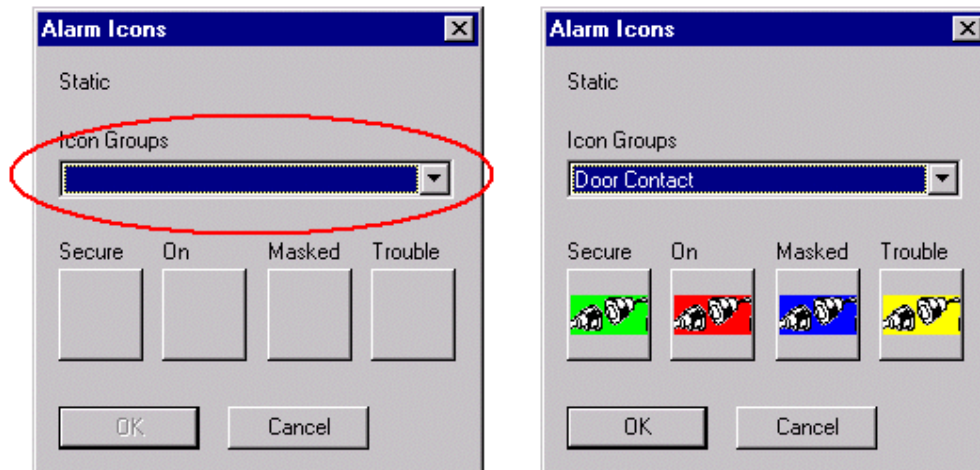
Device Points	
	Alarm Point
	Reader
	Relay
	The red check mark indicates that the point has been added to a map.

Adding Alarm Points to Map

In the Device Tree, locate the alarm point to add. Place the mouse pointer on the alarm icon, click, and hold down the left mouse button. Drag the icon on the map, and release the mouse button.

When you release the mouse button after dragging the alarm icon onto the map, it will open the Icon Group window. Then you can assign the icon group that will be used for the point you placed on the map.


From the Icon Group drop-down list select the Icon Group you want for the point by scrolling through the list and clicking on the name on the group.




After you click on the name of a icon group, the four icons configured for the group will appear in the blocks below each of the point designations.







To move the icon to a different location on the map, click and hold the left mouse button on the icon and drag the icon to a new location on the map.











NOTE: When placing a new point on the map, the icon will default to a green secure icon even if the point is an active alarm. When the color graphics is back to online, it will check for the current status of the point and change the icon accordingly.

The alarm icons in the tree with the  red check mark have already been added to a map and cannot be added again. If you want to add the icon to a different map you must first delete it from the current map.

To delete or remove an icon from the map, click and drag the icon back to the tree window and release the mouse button. The icon will disappear and the red  check mark on the icon in the tree will be removed.

All the default icons that come already configured on the system are listed below. Additional icon groups may be added, Check with the system administrator.

Default Alarm Icons (user assignable/configurable)	
Icon	Description of Alarm Icon Represents
	AC Power Failure - Power to the field panel has failed
	Device Offline - Communication to the field device has failed
	Door Alarm - Magnetic door contacts on the reader doors.
	Duress Alarm - When a duress PIN code has been entered at the keyboard.
	Fire Alarm - Auxiliary output from fire panel has activated.
	Forced Open - When a reader door is open without authorization.

Default Alarm Icons (user assignable/configurable)	
	Glass Break - Alarm glass break detector has been activated while not masked.
	Held Open - When a door is not secured within the allowed time set in the reader configuration.
	High Temperature - The temperature in the room has risen above the set threshold.
	Low Battery - The DC Battery in the field controller has dropped below the required voltage.
	Motion Detector - Alarm motion detector has been activated while not masked.
	Request to Exit - A request to exit has been received from the reader door.
	Smoke Detector - Auxiliary output from fire panel for a smoke detector has been activated.
	Standard Alarm - Other types of alarm points not covered by any other default alarm category
	System Input - Low Battery or AC Power Failure.
	System Tamper - Field controller panel door has been opened.

NOTE: Default icons shown in the table above represent the alarm condition as secure mode. The icons also have three others colors that are described below.

The interactive map alarm icons will change color to show current status.

Green – In normal secure condition and not masked.

Green Flashing – Returned to normal condition, but needs to be acknowledged and cleared.

Red – Alarm has been acknowledged, but has not cleared (reset) yet.

Red Flashing – A new alarm has been activated that needs to be acknowledged and cleared.

Blue – Alarm is currently masked and will not generate a new alarm condition, but will report trouble conditions.

Yellow – A new alarm trouble has been activated that needs to be acknowledged and cleared. The trouble condition will be reported even if the point is masked.


Yellow Flashing – A new alarm trouble has been activated that needs to be acknowledged and cleared. The trouble condition will be reported even if the point is masked.


NOTE: Because of the versatility of the software, which allows you to configure your own icon, it is possible that the colors explained above are not the actual colors used. Ask the system administrator if your system has custom configured icons and confirm your systems icon colors represent the different alarm conditions.

Save your configuration changes by clicking the  **Save Configuration** button in the center of the toolbar at the top of your screen.

NOTE: If you do not save your changes to the configuration, when you exit the program all the changes will be lost.

Adding Readers to Map

In the Device Tree locate the reader to add. Place the mouse pointer on the  Reader icon, click and hold down the left mouse button while dragging the icon onto the map, and release the mouse button.

When you release the mouse button it will change to the  Reader Locked icon.





If additional custom icon groups have been created for doors (after dragging the reader icon on to the map and releasing the mouse button), the Icon Groups window will be displayed.

Select the icon group you want to use for the reader icon you placed on the map by clicking on the icon group name.


After you have clicked on the name of a icon group, the four icons configured for the group will appear in the blocks below each of the point designations.


To move the icon to a different location on the map, click and hold the left mouse button on the icon and drag the icon to a new location on the map.

NOTE: When placing a new reader point on the map, the icon will default to a Control Mode type even if the point is in lock or unlocked mode. When the color graphics is back online, it will check for the current status of the reader door and change the icon accordingly.

Default Reader Door Icons	
	Locked – Door is locked and NO access will be granted.
	Unlocked – Reader door is unlocked for free access.
	Control Mode – The computer is controlling the reader door and is the default when adding to the map.
	Reader Door in Timed Mode – Reader door will be unlocked for a set time determined in the reader configuration and will be re-secured at the end of the time cycle.


NOTE: The door icon on the map will be grayed out when the panel is offline (not communicating with the server). When communication is restored it will take 30 seconds for the icons to reflect the current status.


The reader icons with the  red check mark on their icon have already been added to the map.

To delete or remove an icon from the map, click and drag the icon back to the tree window and release the mouse button. The icon will disappear and the  red check mark on the icon in the tree will be removed.



Save your configuration changes by clicking the  **Save Configuration** button in the center of the toolbar at the top of your screen.

Adding Relays to Map

In the Device Tree locate the relay to add. Place the mouse pointer on the  relay icon, click and hold the left mouse button. Drag the icon onto the map and release the mouse button.

When you release the mouse button it will default to  a deactivated relay icon.

NOTE: When placing a new relay point on the map the icon will default to a deactivated relay mode type even if the point is activated. When the color graphics is back online, it will check for the current status of the relay point and change the icon accordingly.

Default Relay Icons	
	Deactivated – Relay is deactivated.
	Activated – Relay is activated.


If additional custom icons groups have been created for doors (after dragging the relay icon on to the map and releasing the mouse button), the Icon Groups window will be displayed.


Select the icon group you want to use for the relay icon you placed on the map by clicking on the icon group name.

After you have clicked on the name of a icon group, the two icons configured for the group will appear in the blocks below each of the point designations.

To move the icon to a different location on the map click and hold the left mouse button on the icon and drag the icon to a new location on the map.



NOTE: The relay icon on the map will be grayed out when the panel is offline (not communicating with the server). When communication is restored it will take 30 seconds for the icons to reflect the current status.

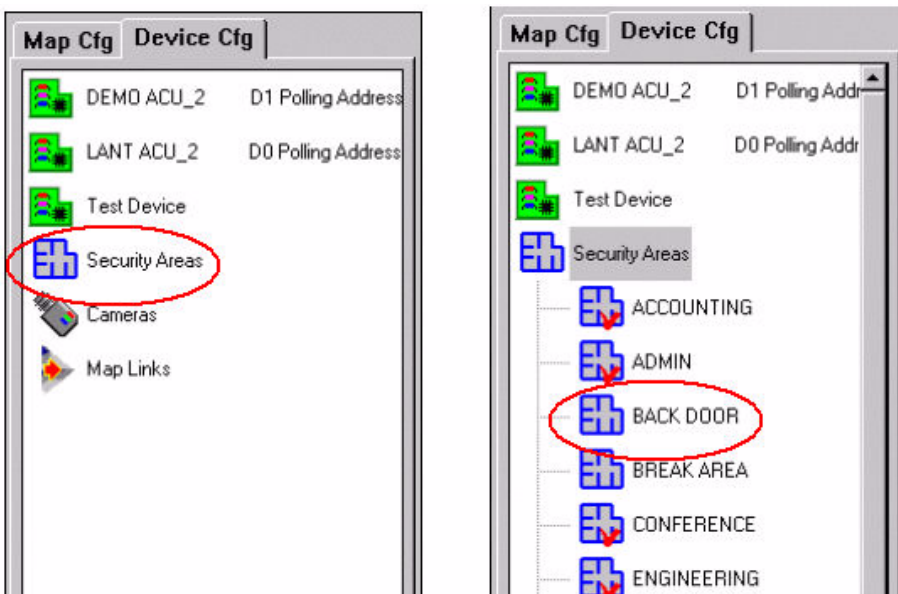
The relay icons with the  red check mark on their icon have already been added to a map.


To delete or remove an icon from the map, click and drag the icon back to the tree window and release the mouse button. The icon will disappear and the red  check mark on the icon in the tree will be removed.

Save your configuration changes by clicking the  **Save Configuration** button in the center of the toolbar at the top of your screen.

Adding Security Areas to Map

Double-click the  **Security Areas** icon to expand the Security Areas tree for the list of currently configured security areas that can be added and cannot be added again. The Security Areas with the  check mark on their icon have already been added to a map.





In the Security Area tree locate the security area to add. Place the mouse arrow on the  Security Area icon, click and hold the left mouse button. Drag the icon onto the map, and release the mouse button.


When you release the mouse button, after dragging the security area icon onto the map, it will change to

an  **BACK DOOR** **Unmasked Security Area** icon with the area name in a thick black outline.

To relocate the icon click and hold the left mouse button to drag the icon to a new location on the map.

NOTE: When placing a new security area on the map the icon will default to unmasked area icon even if the area is masked. When the color graphics is back online, it will check for the current status of the area and change the icon accordingly.

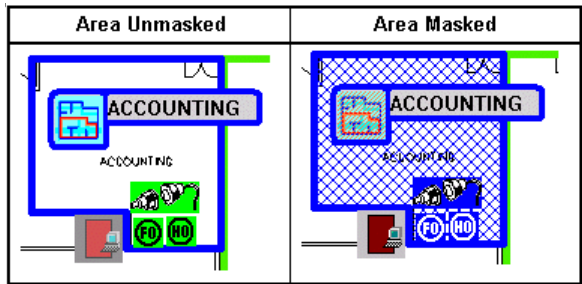
Security Area Icons	
 BACK DOOR	Security Area Unmasked – Area is unmasked and will report any alarms generated that are assigned to the area.
 BACK DOOR	Security Area Masked – Area is masked. The only alarms that will be reported are non-maskable and trouble alarms.

To delete or remove an icon from the map, click and drag the icon back to the tree window and release the mouse button. The icon will disappear and the red  check mark on the icon in the tree will be removed.

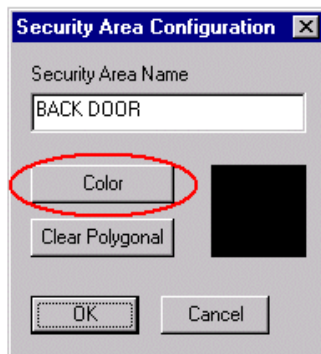
Save your configuration changes by clicking the icon in the center of the toolbar the top of your screen.

Color Coding Security Areas

The security area can be color coded and an outline of the area can be drawn in the same color. When the area is masked the outline of the area will be filled with an overlay of mesh the same color as set for the security area, as shown below.



To color code and outline the security area you must be in the configuration mode. After placing the security area on the map double-click the security area icon you want to color code and the following configuration window will display.



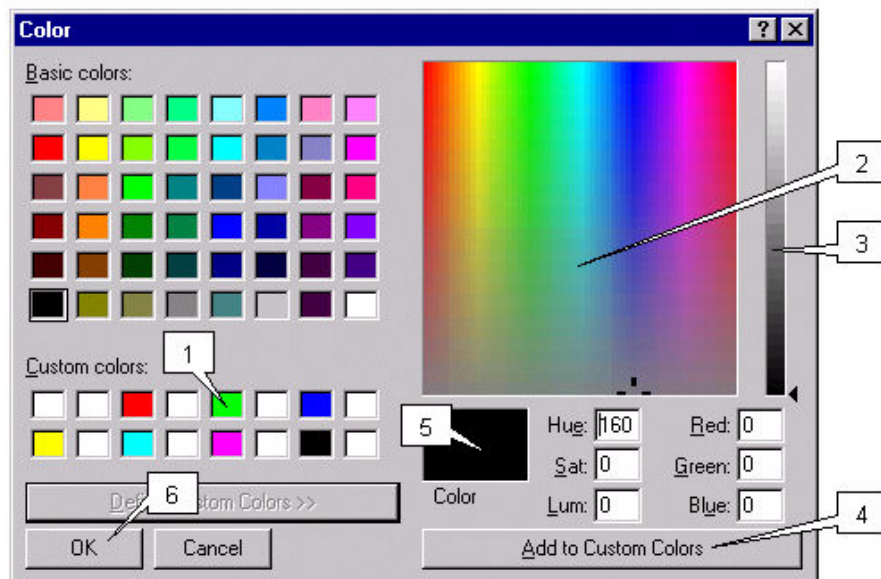
NOTE: You cannot change the name of the security area in this window. You must go to Security Area page under the Setup button.

To change the color of the area, click the **Color** button and the color window will display.



Select the color from the Basic or Custom colors by clicking on the color block. The default black outline for the area icon will change to the color selected.

You can create your own color by clicking the **Define Custom Colors** button.



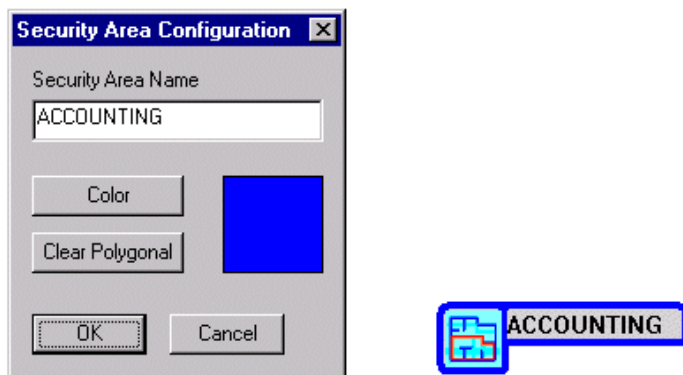
To create a custom color, follow the steps below (each number in the list corresponds to a number in the image above).

1. Click the Custom color block to select where the new color will be placed. You can replace an existing color by clicking that color block.
2. Click the mouse pointer inside the rainbow window to select the general color you want.
3. Click in the slide bar and select the shade of the color. Continue changing the color areas in

step 2 and 3 until the color you want appears in the currently selected color window.

4. Click the **Add to Custom Colors** button and the color will now appear in the Custom Colors block you selected earlier.
5. Click on the color block to select a color for the security area.
6. Click **OK** and you will be back to the Security Area Configuration window.

The Color you selected will appear in the color block in the Security Area Configuration window and the security area icon on the map will be outlined with the new color, as shown below.



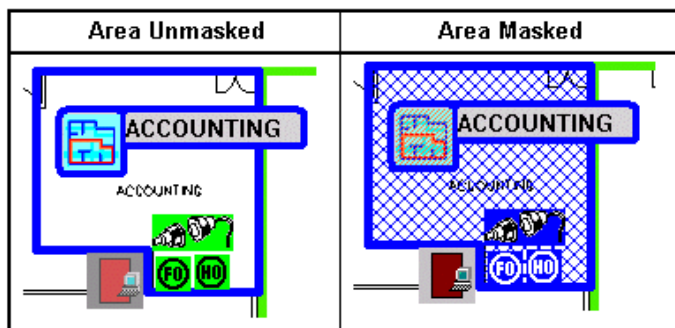
Click **OK** to exit the Security Area Configuration window.

Save your configuration changes by clicking the  **Save Configuration** button in the center of the toolbar at the top of your screen.

NOTE: If you do not save your changes, when you exit the program all changes will be lost.


Outline Security Area

The security area on the map can be outlined with the same color as the icon's outline. When the area is masked the outline of the area will be filled in with an overlay of mesh the same color as set for the security area, as shown below.



NOTE: The security area does not require an outline. If you do not want the mesh to appear when the area is masked, then you should not outline it.

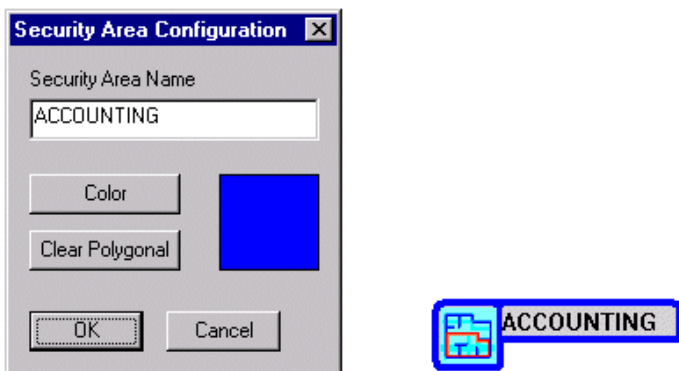
To outline the security area you must be in the configuration mode. After placing the security area on the map, double-click the security area icon to outline. The Security Area configuration window will display.

If the security area color has not been selected click the  **Color** button and the color window will display.

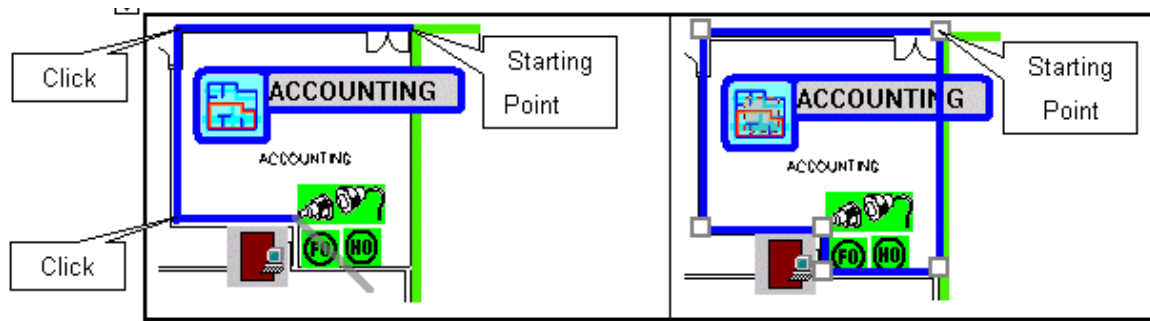
Select the color from the Basic or Custom colors for area by clicking on the color block.

NOTE: Only one color can be selected for both the security area and the icon outlines.

The Color you selected will appear in the color block in the Security Area Configuration window, as shown below.

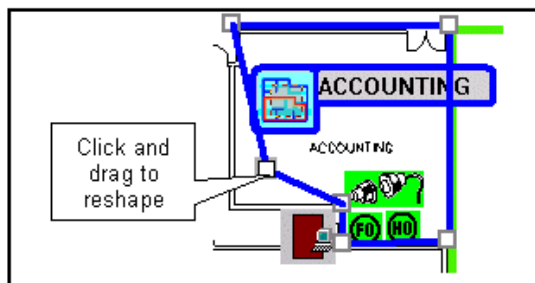


Start drawing the outline of the area by placing the mouse arrow at the starting point on the map. Click the left mouse button once to set the starting point. Move the mouse arrow to the next location and click the left button once again. Repeat this until the entire area is outlined and you have clicked the mouse button back on the starting point.



After clicking back on the starting point you will find that each point you clicked now has a small square block called a reshaping handle. These reshaping handles allow you to reshape the outline.

To reshape the outline of the area, place the mouse arrow on top of a reshaping handle, click and hold the left mouse button as you drag the lines to the desired reshape. The two lines that are joined at the point will move together as you drag the handle.




You can delete the outline and redraw by clicking the  **Clear Polygonal** button.

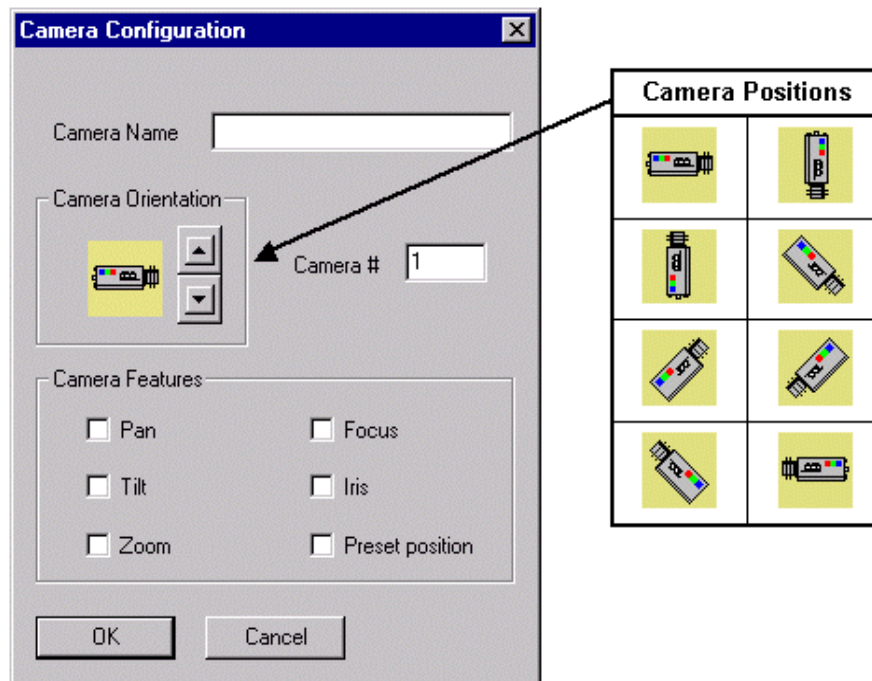
When you have completed changes to the Security Area Configuration window, click the **OK** button.

Save your configuration changes by clicking the  **Save Configuration** button in the center of the toolbar at the top of your screen.

Adding Camera to Map

In the Device tree locate the camera icon. Place the mouse pointer on the  **Camera** icon, click and hold down the left mouse button. Drag the icon on the map and release the mouse button.

When you release the mouse button (after dragging the camera icon onto the map), the Camera Configuration window will display as shown below.



Clicking the **Cancel** button will close the Camera Configuration window and remove the camera icon from the map.

Enter the Camera Name of up to 35 alphanumeric characters. The camera name field may only display a portion of the 35 characters, but the title bar on the camera window (shown below) when called up will display the full name.

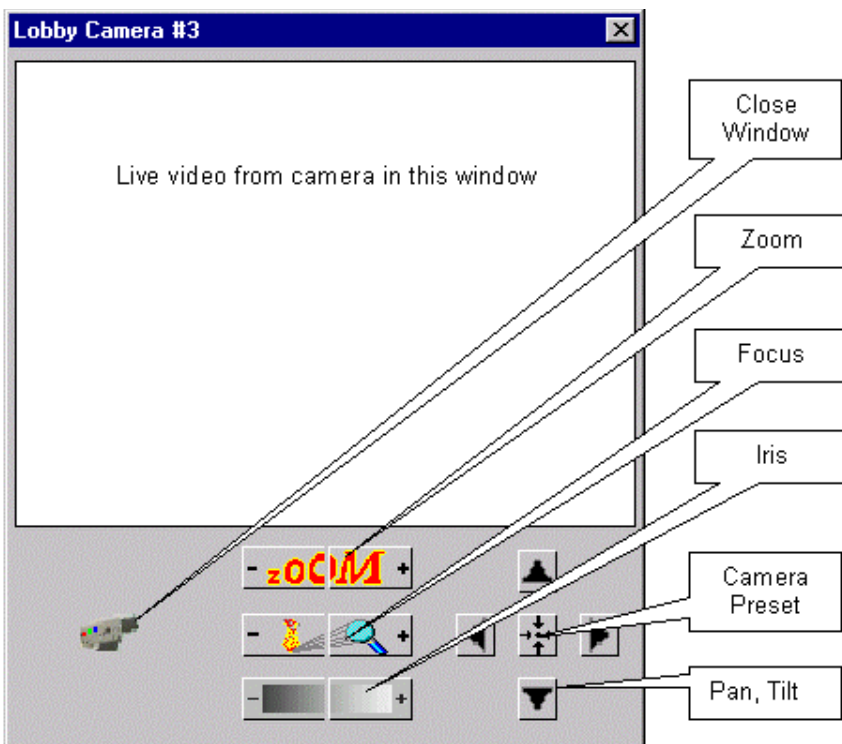
Select the number for the camera that corresponds to its number as configured in the video switcher.

Select the Camera Orientation, which is the direction the camera icon should point in the map by clicking the up and down arrows to rotate the camera 45 degrees each time.

Select the Camera Features that the camera is set up for. The camera and video switcher's capability determine these features. The features that are available are:


- Pan
- Tilt
- Zoom
- Focus
- Iris
- Preset position

If all features were selected, the camera window would display like the example below.



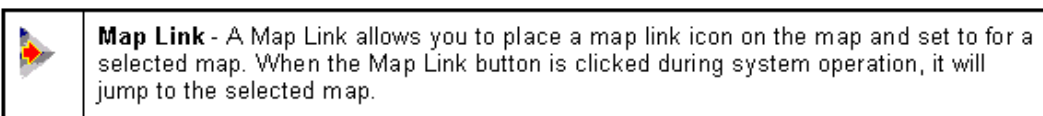
When you have completed configuration of the camera, click the **OK** button.

To relocate the icon, click and hold the left mouse button and drag the icon to a new location on the map.


To delete or remove a camera icon from the map, click and drag the icon back to the tree window. The icon will disappear from the map and the  red check mark on the icon in the tree will be removed.

Save your configuration changes by clicking the  **Save Configuration** button in the center of the toolbar at the top of your screen.

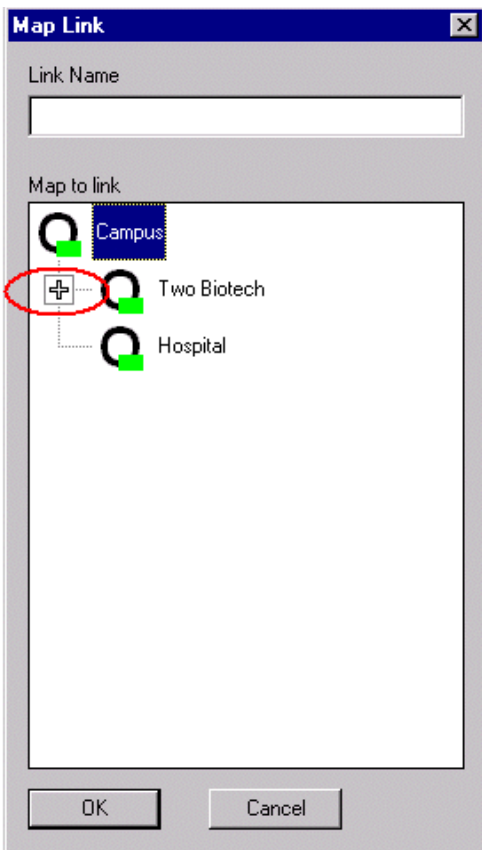
Add Map Links




To add a map link, locate the Map Link icon in the Device tree (it is located in the first level of the tree).

Place the mouse pointer on the  **Map Link** icon, click and hold down the left mouse button. Drag the icon on the map and release the mouse button.

When you release the mouse button the Map Link window will display.



Highlight the map that you want the link to jump to. Click the  in the map tree to expand it if needed to locate the desired map.


In the Link Name field enter the name for the link.


When you have completed configuration of the map link, click the **OK** button.

The Map Link icon on the map will change to a Map Link icon with the link name next to the icon, as in the following example.



To relocate the icon, click and hold the left mouse button to drag the icon to a new location on the map.

To delete or remove a map link icon from the map, click and drag the icon back to the tree window and release the mouse button. The icon will disappear from the map and the  red check mark on the icon in the tree will be removed.

Save your configuration changes by clicking the  **Save Configuration** button in the center of the toolbar at the top of your screen.

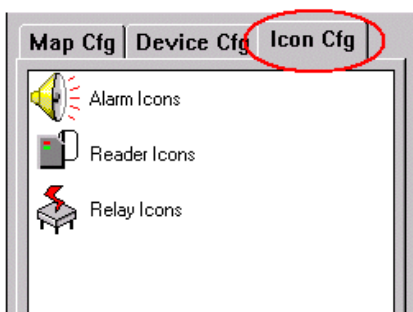
Custom ICON Groups

You may create and assign your own group of icons to any alarm, reader, or relay.

Icons must be modified and configured using a bitmap program such as Paint. All Icons should be saved in the TOPAZ\aacgfx color graphics directory on your hard drive. The standard size of icon is approximately 35 x 35 pixels, but can be any size. However the larger the icon the more area of the map it will cover.

NOTE: You must already be familiar with configuring the Color Graphics system before creating and assigning custom icons.

















You must be in the configuration mode before you begin. Once in the configuration mode you will see the **Icon Cfg** tab in the tree window as shown below. Only the Alarm, Reader, and Relay icons will show and are the only icons you can customize.

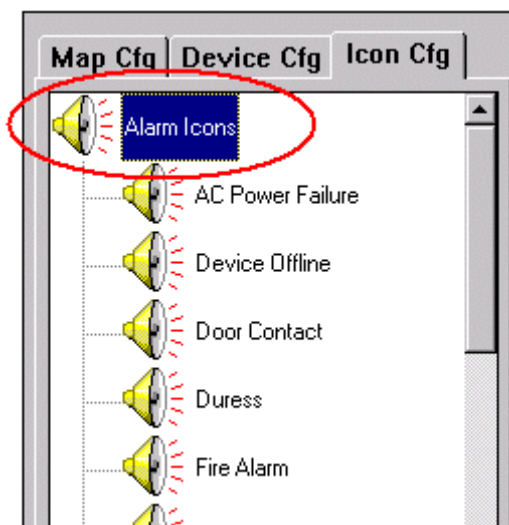


Modify Alarm Icon Group Category

Clicking on the Alarm Icons icon will open the tree and expand the list of icon group alarm categories.

The list of default alarm categories is list below and a portion of the tree shown to the right.

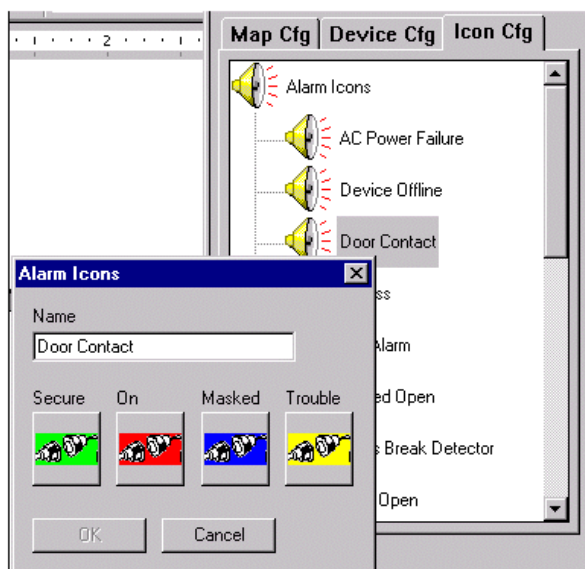
Icon	Category Description
	AC Power Failure
	Device Offline
	Door Alarm
	Duress Alarm
	Fire Alarm
	Forced Open
	Glass Break
	Held Open
	High Temperature
	Low Battery
	Motion Detector
	Request to Exit
	Smoke Detector
	Standard Alarm
	System Input
	System Tamper



To assign a different icon to a category click on the icon group for the category you want to change. The Icon Group window will drop down as shown below. For example, if you click on the **Door Contact** category, you will see alarm Icons for the Door Contact category.

There are four icons currently assigned to each alarm category: **Secure**, **On**, **Masked**, and **Trouble**. Notice the colors match the colors talked about earlier in this document, such as, if the alarm is on (active) it will be a flashing red. If you change the icon to an icon with some other color then when the alarm is on

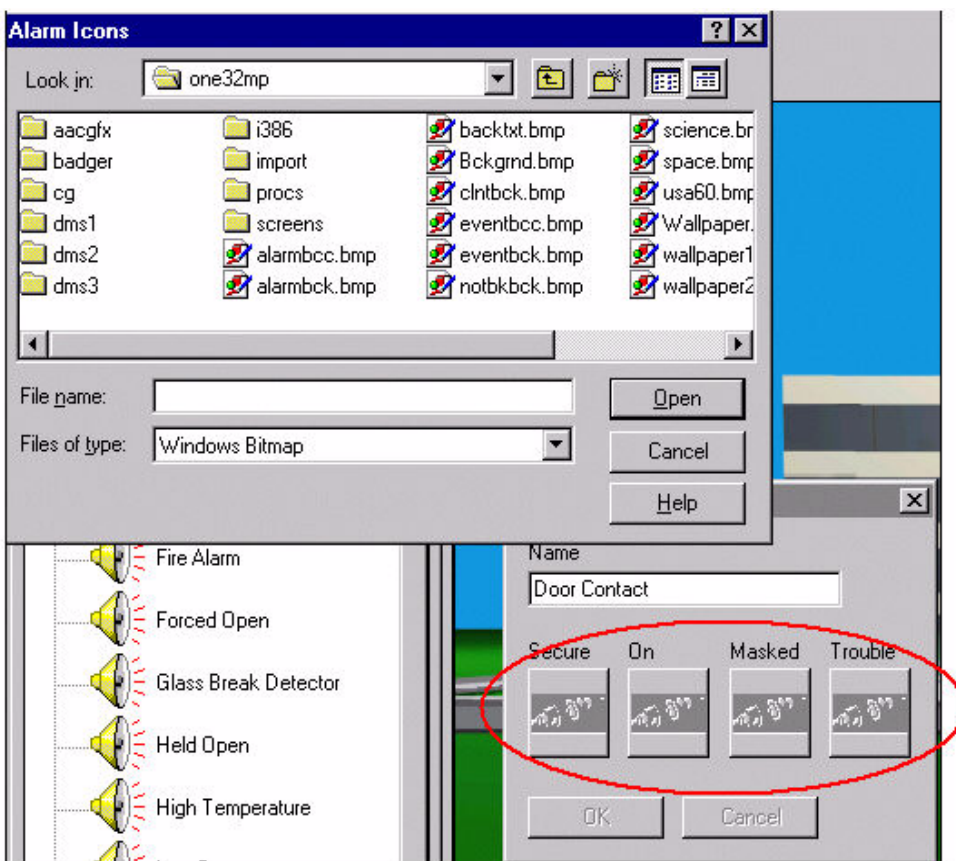
(active) it will be flashing the new color. This can cause confusion for the operators. It is suggested that when you modify or create new icons that you keep the colors in mind.



You must change the icon assigned to each designation (secure, on, masked, trouble) one at a time by clicking on the icon under the designation name you want to change.

NOTE: When you are creating a new icon group for a category you should keep each of the four icons the same and only change the color except for special applications.

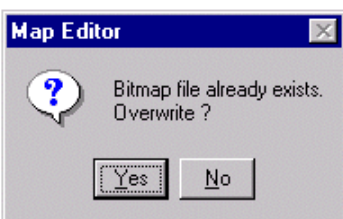
For example, if you want to change the **Masked** icon click on the icon and a disk directory browser window will open. Locate the icon file you want to assign as the Masked icon as shown on the next page.



Notice that after you clicked on the icon and the browser window opened, all four icons on the Icon Group window are now grayed out. If you forget which icon you selected, close the browser window and reselect the icon again. If you selected the wrong icon file, you can click on the icon again to select another icon file.

Locate the icon file and double-click on the file name to have it assigned. The browser window will close and the new icon will be shown in the Icon Group window as the new icon assigned to Masked.

If you select an icon that is already assigned to another icon group, the message **Bitmap file already exist. Overwrite?**



You can continue to use the icon in your new category as well as the existing icon group by clicking **Yes**. Other wise click **No** and the icon will not be added to the new icon group. You can then select a different bitmap.

After selecting all four icons click **OK** to save your changes.

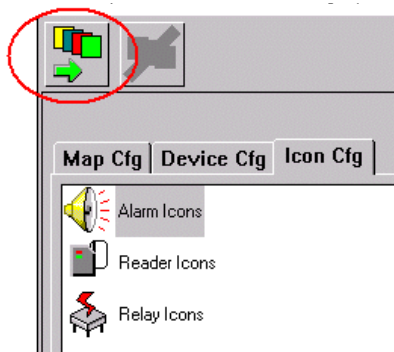
If you click **Cancel** on the Icon Group window, the icons will revert back to the icons assigned to the icon group category when you first opened the Icon assignment window.

The icon group category can also be renamed from the Icon Group window.

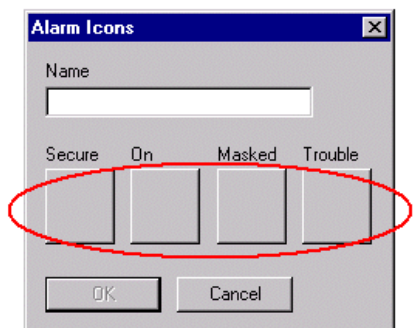
Adding New Alarm Icon Group

If you need to add an additional alarm category icon group, click on the **Icon Cfg** tab and then click the **Alarm Icons** icon.

In the top left corner of the color graphics window click on the  **Add Icon Group** button.

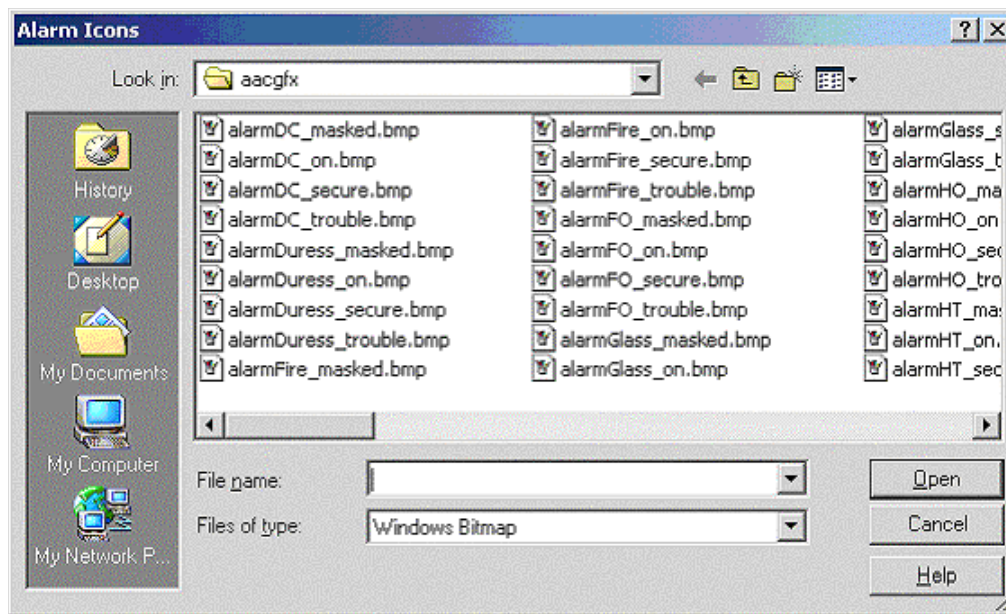


A blank Icon Group window will be displayed.



Enter a name for the new alarm icon group and select the icon for the designations.

To select the icon for the designation, click on one of the blank icon squares for the designation you want to add and the following **Look in** window will display.



Locate the icon bitmap for the designation you clicked on and double-click the bitmap file name, to add it to the designation icon you selected.

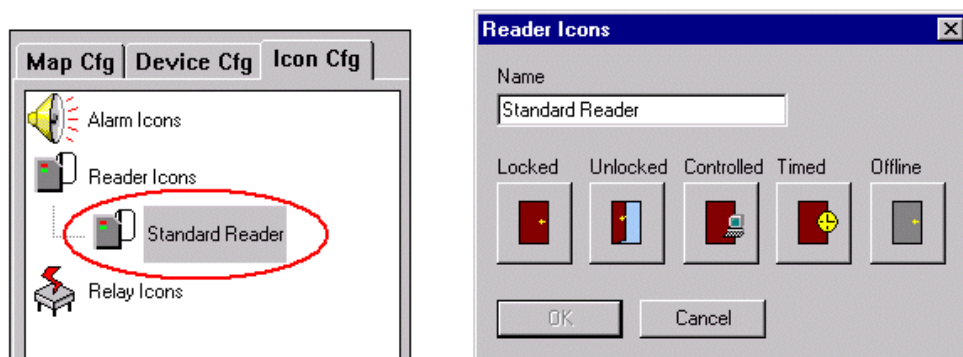
The icons are normally located in the **aacgfx** directory unless, when they were created, they were saved to a different directory.

Click **OK** when you have completed adding the icons for all the designations.

The new icon group is now added to the **Icon Cfg** tree list.

Modify Reader Icon Group

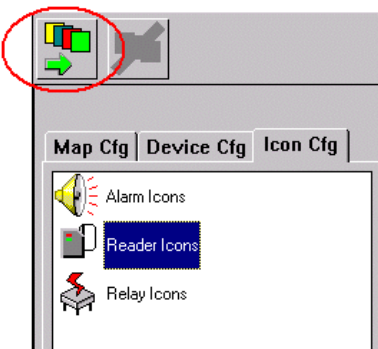
There is only one Standard Reader icon group, which has five designations: Locked, Unlocked, controlled, timer, and offline.



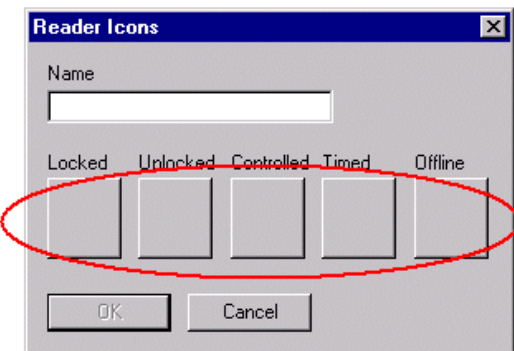
Adding New Reader Icon Group

If you need to add an additional Reader Icon Group, click on the **Icon Cfg** tab and then click the **Reader Icons** icon.

In the top left corner of the color graphics window click on the  **Add Icon Group** button.



A blank Icon Group window for readers will be displayed.



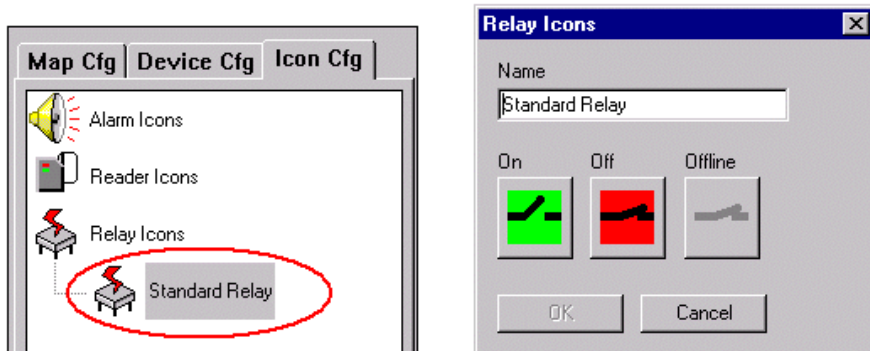
Enter a name for the new group and select the icon for the designations.

Click **OK** when you have completed adding the icons for all the designations.

The new icon group is now added to the **Icon Cfg** tree list.

Modify Relay Icon Group

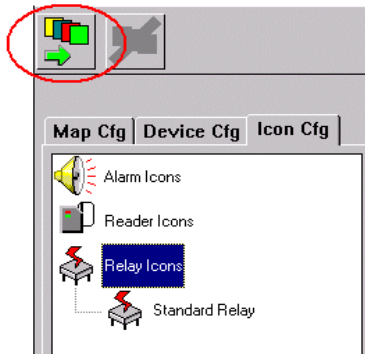
There is only one Standard Relay icon group, which has two designations, and offline.



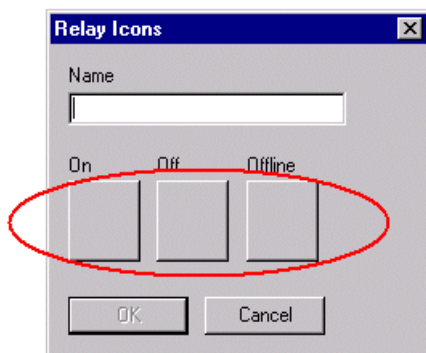
Adding New Relay Icon Group

If you need to add an additional relay group, click on the **Icon Cfg** tab and then click the **Relay Icons** ICON.

In the top left corner of the color graphics window click on the  **Add Icon Group** button.



A blank Icon Group window for relays will be displayed.



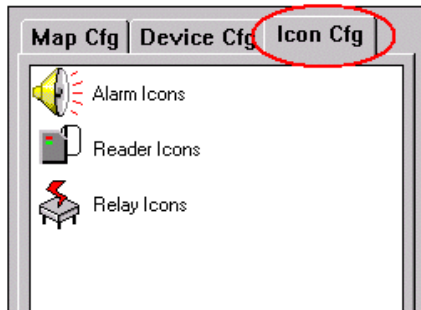
Enter a name for the new group and select the icon for the designations.


Click **OK** when you have completed adding the icons for all the designations.

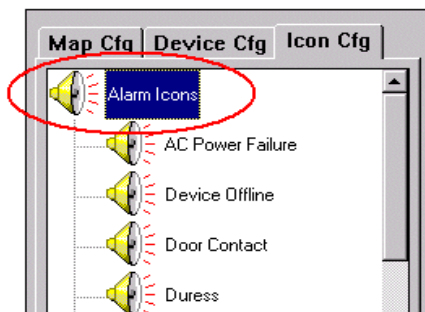
The new icon group is now added to the **Icon Cfg** tree list.

Delete Icon Group

You must be in the configuration mode before you begin. Once in the configuration mode you will see the **Icon Cfg** tab in the tree window, as shown below. Only the Alarm, Reader, and Relay icons will show and are the only icons you can customize.

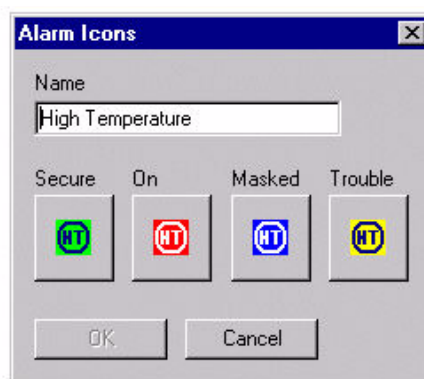
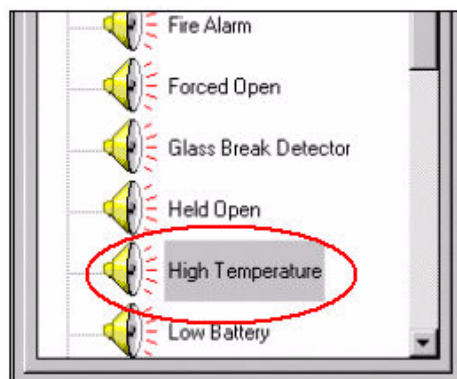



Expand the **Icon Cfg** tree for the Icon you want to delete by double-clicking on the Alarm, Reader, or Relay icon. For example, if you want to delete an alarm icon group, double-click the  **Alarm Icons** icon.

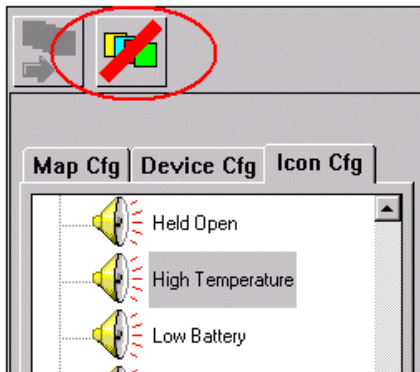


Click on the Alarm Icon Group (category) you want to delete and the Icon Group window will open for the group you clicked on.

If you want to select a different icon group, make a new selection by clicking again on another icon group.



After making sure the icon group you want to delete is displayed, click the  Delete Icon Group icon at the top left corner of the screen.



The Icon Group is immediately deleted from the tree.



Caution:

You cannot undelete an Icon Group that has been deleted!

When deleting an icon group make sure you have the desired group selected (highlighted) before clicking the **Delete Icon Group** button. There is no warning before it is deleted.

Appendix A

Troubleshooting

This section is an overview of software or user errors that can occur with the GE Interlogix TOPAZ System and the tools available to identify and correct hardware problems.

Frequently Asked Questions

When I try to install TOPAZ, I get “Port 80 in use”.

The TOPAZ program emulates a Web Server, so there cannot be another Web Server running on the computer.

Examples of Web Server programs are Microsoft's Personal Web Server, and Microsoft's Internet Information Server.

When I try to install TOPAZ, I get the error message “~0000 was not found.”

Check your c:\temp directory. By default, Windows makes a temp directory on the C: drive named temp. If this directory does not exist, you should make one.

When I double-click on the TOPAZ icon I get the “Open With” dialog box to select a program to run.

Press the **Esc** key to abort the process. Install Microsoft Internet Explorer 5.5 or later.

When I double-click on the TOPAZ icon I get a White screen with “Action cancelled” on it.

This means the Internet Explorer cannot find the MP.exe server application.

- Insure Microsoft's Internet Information Server (IIS) is not installed on this computer.
- Delete the file WORKSTATION.HTA in the TOPAZ folder, and then reload the TOPAZ application.

TOPAZ does not start.

Before TOPAZ can run, you must make sure your computer is configured properly.

- The screen resolution must be set to 1024 * 768 and 65535 colors.
- The computer must have at least 256 MB of memory.
- TCP/IP must be installed, but not set for DHCP.

Check the TCP/IP configuration by pinging the IP address. For example, if the TCP/IP address is 192.1.1.1, then go to a command prompt, and type: “PING 192.1.1.1”. You should get “Reply from 192.1.1.1: bytes=32 time<10ms TTL=128”.

- In Windows Control Panel, click on “Devices”. Make sure “AFD Networking Support Environment” has “Status” set to “Started” and “Startup” is set to “Automatic”.

If the above settings are correct and the program still fails to start, look in the file “scrout.txt” or “scrout01.txt”. These are error event files and contain error messages that can give clues to the proper action.

I get the error message “Copy Protection Not Found”.

- Make sure the Software Sentinel is connected to the parallel port.
- If there is a printer connected, make sure the printer is “on-line”.

- Make sure you are logged on as the Administrator. If not, log in again as the Administrator and reinstall TOPAZ.

When I start TOPAZ, I get a dialog box that asks about connecting to your Internet Service Provider.

Go to the Windows Control Panel. Under Internet Options, on the Connections tab, under “Dial-up setting”, select “Never dial a connection”.

My computer hangs. Either the keyboard or the mouse is not working.

Bring up the Windows Task Manager, either press Ctrl-Shift-Esc (or press Ctrl-Alt-Del and select the Task Manager). End the following processes: mp.exe, mprun.exe, and mshta.exe. Then try to run the program again.

When I run Auto Configuration, it did not find the device I have plugged into that COM port or it does not detect any field panels.

The TOPAZ Auto Configuration is set at the factory to connect to the ACUs at 9600 baud. If you have changed the ACU baud rate, reset it to 9600 baud. Then try Auto Configuration again. If that does not correct the problem, you may have a wiring error. Insure each field panel is wired correctly, and each field panel has a unique polling address on the serial port. Then try Auto Configuration again.

I get an error message that the workstation cannot connect.

Make sure the network cable is connected to your computer. If that does not fix the problem, you may have a faulty network card. See your PC technician.

The TOPAZ shows the same screen even if I know it is wrong.

The Internet Explorer has ‘cached’ the screen.
Disable ‘caching’ by:

1. Double-click on the Internet Explorer icon to open it.
2. Click on Tools, Internet Options.
3. On the General Tab, click in Settings.
4. Click on “Every visit to the page”.
5. Click “OK” to save.

I get script errors.

You must load Internet Explorer’s 6 from the TOPAZ CD. If you already have installed Internet Explorer on your PC, you must re-install it from our CD and complete the Wizard.

I get system error messages.

Call GE Interlogix Technical Support: 888-GESECURITY.

I get the error message “EMERGENCY, REBUILD CARD FILE.”

Call GE Interlogix Technical Support: 888-GESECURITY.

I can run TOPAZ, but when I click on the Help button(s), either nothing happens or I get the error message “Action Cancelled”.

Reinstall the software.

Other Notes:

- In order to run TOPAZ, you must have the Microsoft Internet Explorer set for “cookies enabled” (the default). Some people turn cookies off for privacy reasons when browsing the Internet, but TOPAZ needs the “**per-session**” cookies **Enabled** in order to recall screens and link to windows. TOPAZ will not work properly without this setting.

You can reset the cookies in MS Internet Explorer by the following procedure:

1. Click on the Internet Explorer icon to bring it up.
2. Click on Tools, Internet Options.
3. Click on the Security Tab.
4. Click on the Internet icon.
5. Click on the Custom Level button.
6. Under "Cookies", under "Allow per-session cookies (not stored)", select Enable.
 - For Microsoft Windows 2000 service pack 2 is required. Service Pack 2 can be obtained from Microsoft.
 - The workstation's on-line event printer must be configured to print directly to the printer. In Window's Printer Properties, on the Scheduling Tab, select "Print directly to Printer".
 - Eltron Photo badging printers uses Eltron's printer drivers. Please use the "Add Printer" wizard to add the printer driver. The drivers are located on this CD in the Printers\Eltron directory.
 - Fargo Photo badging printers uses Fargo's printer drivers. Please use the "Add Printer" wizard to add the printer driver. The drivers are located on this CD in the Printers\Fargo directory.

- NOTE:** If using a K-panel ribbon you need to specify how the resin panel should be applied when printing. This can be done in the "Advanced" tab of the printer's "Document Defaults". Click on "Ribbon" and change the "Front and Back Option" to "Color on both sides". Then click on "Black panel options" and set it to "Use Always". The settings are normally used when printing bar codes for infrared readers.
- The Winnov video capture card may fail to register into NT, resulting in a black picture when attempting to take a photo. If this occurs, click on "Browse This CD", then double click on the "Video Capture" folder, then on the "Winnov" folder, and finally double click on the VIDMP.REG icon.

I get the error "No Such Interface Supported" on some screens.

This can occur if one or more of the following files is missing, damaged, or improperly registered. To resolve this problem in *Internet Explorer*, follow these steps:

1. Quit all programs that are running
2. Click **Start**, and then click **Run**
3. Type *regsvr32 urlmon.dll*, and then click **OK**
4. When you receive the ***DllRegisterServer in urlmon.dll succeeded*** message, click **OK**.

If this does not resolve the problem, repeat steps 2 through 4 for each of the following files (in step 3, replace *Urlmon.dll* with each of the file names below):

Shdocvw.dll
Msjava.dll
Actxprxy.dll
Oleaut32.dll
Mshtml.dll
Browseui.dll

Shell32.dll (Windows XP and Windows 2000 only)

The following link to Microsoft Support can provide more information: <http://support.microsoft.com/default.aspx/kb/281679/EN-US/>

TOPAZ System Error Codes

Error	Description
0	No Error.
1	Invalid function number.
2	File not found. Retry the command using the file name.
3	Path not found. Retry the command using the correct path.
4	Too many open files (no handles left). Wait until another program has ended then retry this command.
5	Access denied. The file or disk is read only.
6	Incorrect internal file identifier.
7	The storage control blocks were destroyed.
8	There is not enough memory available to process this command.
9	The storage control block address is invalid.
10	The environment is incorrect.
11	An attempt was made to load a program with an incorrect format.
12	Invalid access code.
13	The data is invalid.
14	The system cannot find the specified disk drive.
16	The disk directory cannot be removed. Remove all files and sub-directories before deleting directory.
17	The file cannot be moved. You cannot move a file to a different drive.
18	No more files.
19	The disk drive is write-protected. Remove write-protect and retry command.
20	Cannot find disk drive specified.
21	Disk drive not ready. Make sure disk is installed and drive light is ready.
22	The device does not recognize the command.
23	Data Error. If the error occurred on the hard disk, retry the command. IF the error occurs again, the hard disk may have to be reformatted. If the error occurred on a diskette, insert a formatted diskette and retry the command.
24	The program issued a command but the length is incorrect.
25	Seek Error. The disk may be damaged, unformatted or not compatible.
26	The specified disk or diskette cannot be accessed. Format the disk.

- 27 Sector not found. The disk may be damaged, unformatted or not compatible.
- 28 The printer is out of paper or not enough disk space to create a spool file.
- 29 The system cannot write to the specified drive.
- 30 The system cannot read from the specified drive.
- 31 A device attached to the system is not functioning.
- 32 The file is already being used by another process.
- 33 The process cannot access the file because the file is locked by another process.
- 34 The wrong diskette is in drive.
- 35 The program could not open the requested file. The FCB limit was exceeded.
- 36 The system has detected an overflow in the sharing buffer.
- 37 The system cannot write to the write-protected drive.
- 38 An unknown device was specified.
- 39 The device is not ready.
- 40 The device does not recognize the command.
- 41 Data Error. If error occurred on the hard disk, retry the command. IF error occurs again, the hard disk may have to be reformatted. If error occurred on a diskette, insert a formatted diskette and retry the command.
- 42 Invalid command length.
- 43 Seek Error. The disk may be damaged, unformatted or not compatible.
- 44 The specified disk or diskette cannot be accessed. Format the disk.
- 45 Sector not found. The disk may be damaged, unformatted or not compatible.
- 46 The printer is out of paper.
- 47 The system cannot write to the specified drive.
- 48 The system cannot read from the specified drive.
- 49 The device is not ready.
- 50 The network request is not supported.
- 51 The remote computer is not available.
- 52 A duplicated name exists on the network.
- 53 Network path not found.
- 54 The network is busy or is out of resources.
- 55 The specified network resource is no longer available.
- 56 The network BIOS command limit has been reached.

57	A network adapter hardware error occurred.
58	The specified server cannot perform the requested task.
59	An unexpected network error occurred.
60	The remote adapter is not compatible.
61	The printer queue is full.
62	Space to store the file waiting to be printer is not available on the server.
63	Your file waiting to be printed was deleted.
64	The specified network name is no longer available.
65	Network access is denied.
66	The network resource type is not correct.
67	The network name cannot be found.
68	The name limit for the local computer network adapter card was exceeded.
69	The network BIOS session limit was exceeded.
70	The remote server has been paused or is in the process of being started.
71	No more connections can be made to this remote computer at this time because there are already as many connections as the computer can accept.
72	The specified printer or disk device has been paused.
80	The file exists.
82	The directory or file cannot be created.
84	Storage to process this request is not available.
85	The local device name is already in use.
86	The specified network password is not correct.
87	The parameter is incorrect.
88	A write fault occurred on the network.
89	The system cannot start another process at this time.
106	Insert the diskette for drive %1.
107	The program stopped because an alternate diskette was not inserted.
108	The disk is in use or locked by another process.
110	The system cannot open the device or file specified.
111	The file name is too long.
112	There is not enough space on the disk.

113	No more internal file identifiers available.
114	The target internal file identifier is incorrect.
118	The verify-on-write switch parameter value is not correct.
119	The system does not support the command requested.
120	This function is not valid on this platform.
121	The semaphore time-out period has expired.
122	The data area passed to a system call is too small.
123	File name or volume label contains invalid characters.
125	The disk has no volume label.
126	The specified module could not be found.
127	The specified procedure could not be found.
129	The %1 application cannot be run in Windows 2000 mode.
131	An attempt was made to move the file pointer before the beginning of the file.
132	The file pointer cannot be set on the specified device or file.
139	The system tried to substitute a drive to a directory on a substituted drive.
140	The system tried to join a drive to a directory on a substituted drive.
143	The system cannot join or substitute a drive to or for a directory on the same drive.
137	Not enough resources are available to process this command.
148	The path specified cannot be used at this time.
154	The volume label you entered exceeds the label character limit of the target file system.
155	Cannot create another thread.
161	The specified path is invalid.
162	A signal is already pending.
164	No more threads can be created in the system.
167	Unable to lock a region of a file.
170	The requested resource is in use.
180	The system detected a segment number that was not correct.
183	Cannot create a file when that file already exists.
189	The operating system cannot run %1.
191	Cannot run %1 in Windows 2000 code.

193	Is not a valid application.
196	The operating system cannot run this application program.
197	The operating system is not presently configured to run this application.
206	File name or extension is too long. DOS file names must be 8 characters or less. The file extension must be 3 characters or less.
212	The segment is locked and cannot be reallocated.
214	Too many dynamic-link modules are attached to this program or dynamic-link module.
234	More data is available.
255	The extended attributes are inconsistent.
259	No more data is available.
266	The copy functions cannot be used.
267	The directory name is invalid.
332	The specific queue name is already in use. This can occur when attempting to start TOPAZ when the program is already running.
334	Not enough memory available to process a queue request. The total queue memory was exceeded. If TOPAZ was running contact technical support and relay the information.
1000	1#define Invalid Command (for Pecos Interface).
1001	Disk is full, data cannot be written.
1002	File Management System file channel already in use.
1003	File Management System data or parity error.
1004	Read or write hit beginning of file.
1005	Physical disk error occurred during file directory read or write.
1006	Disk file user count greater than one. Attempted operation requires exclusive use of disk file.
1007	Access violation. Attempted record operation for that file was not opened.
1008	Bad Command Code. Out of range command presented to the file system.
1009	Illegal logical channel number requested.
1010	Read or write reached end of file.
1011	Logical channel number requested not found.
1012	Not an ISAM file.
1013	File Reserved. Attempted to open a file that was opened exclusively.

1014	Device Reserved. Attempted to open a device that was opened exclusively.
1015	Bad Option parameter. An option was selected that was illegal.
1016	No such directory. Attempted to reference a file directory that does not exist.
1017	Bad File Name. Attempted to reference a file with an illegal file name.
1018	Duplicate file name. Attempted to create a file that already exists.
1019	File does not exist. Attempted to reference a file that does not exist.
1020	Drive does not exist. Attempted to reference a disk drive that does not exist or #define InvalidACU (for Pecos Interface).
1021	Bad Access.
1022	File already exists.
1024	Request number of bytes to read was not read.
1025	Request number of bytes to written was not written.
1026	Not enough disk space. Unable to allocate file. Disk is full.
1027	Not enough memory available to perform operation.
1028	Directory entry corrupted.
1029	ISAM key is corrupted.
1030	Unable to write record. File is full.
1031	Duplicate Key. Attempted to insert a key that already exists.
1032	Invalid Function.
1033	No file handles left.
1034	Close / Open.
1035	Access Denied.
1036	Bad handle.
1037	Bad memory.
1038	An internal error was detected in the file system.
1040	#define InvalidReader (for Pecos Interface).
1041	Illegal time unit value.
1042	Illegal coordination value.
1043	Illegal file open type code.
1044	Bad semaphore number.
1045	Attempted to open file with a logical channel number already open.

1046	Not enough memory available to open logical channel.
1047	Attempted to reference a logical channel number not defined.
1048	Maximum file descriptor ID number exceeded.
1049	Illegal FIS operation type code.
1050	Error freeing LIS memory block.
1051	Unbalanced double quotes found in a screen schema. SCRIO error value.
1052	Illegal screen commentaries by basic strings. SCRIO error values.
1053	Screen schema name not alphanumeric. SCRIO error values.
1054	Number of screen variables (tildes) does not equal number of fields. SCRIO error values.
1055	Screen field number duplicated in commentary. SCRIO error values.
1056	Screen field numbers too large. SCRIO error values.
1057	Illegal screen field commentary. SCRIO error values.
1058	Screen field size missing in commentary. SCRIO error values.
1059	Screen field size too large in commentary. SCRIO error values.
1060	Screen field variable type missing in commentary. SCRIO error values or #define InvalidRelay (for Pecos Interface).
1061	Screen field I/O type missing in commentary. SCRIO error values.
1062	Illegal screen field variable type in commentary. SCRIO error values.
1063	Illegal screen I/O type in commentary. SCRIO error values.
1064	Screen filter size incorrect. SCRIO error values.
1065	Screen variable initial data size incorrect. SCRIO error values.
1066	Screen variable pointer not on even boundary. SCRIO error values.
1067	Screen parameter value too large. SCRIO error values.
1068	Screen variable field not found. SCRIO error values.
1069	Screen prompt timed out. SCRIO error values.
1070	Number of schemas exceeded allocated memory. SCRIO error values.
1071	Illegal command in vm->vtmcmd. SCRIO error values.
1072	Illegal parameter in command. SCRIO error values.
1073	Number of screen I/O parameter too large. SCRIO error values.
1074	Screen field name missing in commentary. SCRIO error values.
1075	No user mailbox defined for screen I/O return mailbox. SCRIO error values.

1076	No screen I/O destination mailbox defined. SCRIO error values.
1077	Requested logical device not assigned to unit. SCRIO error values.
1078	Requested screen window not defined. SCRIO error values.
1079	Requested device type not defined. SCRIO error values.
1080	Requested schema file not found. SCRIO error values or #define InvalidAlmZn (for Pecos Interface).
1081	No channel access ID. Requested Disk I/O channel not defined.
1082	Write lock without read lock. Attempted write without locking read.
1083	Ends of read file or write continue.
1084	End of file reached for read or write.
1085	Illegal record operation type request.
1086	Illegal record operation relational type request.
1087	ISAM read does not find record. A remote control point, monitor point or access point was deleted, but was not deleted in the automatic operation first. Delete record from automatic operation to correct error.
1088	Illegal file category type.
1089	Illegal file type.
1090	ISAM index file key does not match data file. ISAM file is corrupted.
1091	Illegal CAA field in LIS header detected.
1092	Illegal SDA field in LIS file system control block address (Ifssda).
1093	Corrupted FIS file header detected.
1094	File system could not allocate a semaphore.
1095	Attempted record lock of record already locked by another user. Another user is modifying this record. Only one user can modify a record at a time.
1096	Illegal record operation code.
1097	Redundant write sector to be unlocked not locked.
1098	Redundant write sector to be locked already locked.
1099	Disk driver parameter out of range.
1100	Disk driver operation timed out before completion or #define InvalidSubCmd (for Pecos Interface).
1101	Attempted insert new key but key found.
1170	Thread not found.
1071	Queue error.

1172	Bad downloaded event type or command.
1173	Received SCP msg. from device not being downloaded.
1174	Bad download state variable.
1175	Bad access event type or command.
1176	Requested bytes to write did not write.
1177	Attempted to log out of range event type.
1178	Invalid Mailbox number.
1179	No buffer found after receive buffer semaphore signaled.
1180	Nomem on push.
1181	No buffer on pop but should be.
1200	The DOS environment cannot be created.
1256	Attempted to reference district number of a task but it was not defined. Can mean a printer is not defined.
1257	Attempted to modify or delete a port that does not exist. Example: The system attempts to send a message to the Dual System Controller if the "Redundant System" program is enabled.
1258	Attempted to define a port that already exists.
1259	Error opening port.
1260	Out of Anti-Passback Indexes. Use the Employee Database Diagnostic program to rebuild Anti-Passback index.
1261	Out of range APB index. Use the Employee Database Diagnostic program to rebuild Anti-Passback index.
1262	Software Sentinel not found. TOPAZ requires a software sentinel to run. Please contact an InfoGraphic System's Representative.
1263	Unknown Redundant System restore command.
1264	Unknown Redundant System poll command.
1265	Time-out for restore response.
1320	The district attempted to log onto the File server, but the District is already on-line.
1321	An unknown district attempt to log onto the File server.
1322	The district (workstation) is disconnected.
1323	TOO MUCH DATA.
1324	HUH.

1325	BAD LOGIN Check the Date and Time on both Fileserver and workstation computers.
1326	BAD DISTRICT NUM.
1327	BAD MEM ID.
1328	BAD POOL ID.
1329	BFR end written over.
1330	Bogus free bfr check.
1331	BADALMCMD.
1332	Bad Download Command.
1333	Bad District Download Command.
1334	Bad MP Server Command.
1335	Bad application Request Command.
1336	MP Server Number Out of Range.
1337	Server Shutdown.
1338	Not Dial-up.
1339	Bad Color Graphics directory.
1340	Bad District Download Color Graphics Command.
1341	Bad Color Graphics' Districts.
1342	Bad District Download Color Graphics File Command.
1343	Bad District Download Color Graphics Change of State Command.
1344	Bad District Download Color Graphics File District.
1392	The file or directory is corrupted and non-readable.
1393	The disk is corrupted and non-readable.
1394	There is no user session key for the specified logon session.
1395	The service being accessed is licensed for a particular number of connections. No more connections can be made to the service at this time because there are already as many connections as the service can accept.
6000	TCP/IP Connection not open.
6001	TCP/IP No more Connections available.
6002	TCP/IP District logged attempted login to district already on-line.
6003	TCP/IP Invalid sign-on message.
6004	TCP/IP Invalid message header.

6005	TCP/IP Invalid Message length.
6006	TCP/IP Invalid receive state.
6007	TCP/IP Invalid transmit state.
6008	TCP/IP Out of mailboxes.
6009	TCP/IP Invalid mailbox.
6010	TCP/IP Thread not found for RSVP message.
9020	Distributed Applications - The specified handle does not represent a valid open connection. Use the value returned from a successful DAOpen.
10001	TCP/IP Not owner.
10003	TCP/IP No such process.
10004	TCP/IP Interrupted system call.
10006	TCP/IP No such device or address.
10009	TCP/IP Bad file number.
10013	TCP/IP Permission denied.
10014	TCP/IP Bad address.
10015	The ACU uploaded an event with an invalid date. The ONE-32 MP has now assigned the event today's date with a time of 00:00:00.
10022	TCP/IP Invalid argument.
10024	TCP/IP Too many open files.
10035	TCP/IP Operation would block.
10036	TCP/IP Operation now in progress.
10037	TCP/IP Operation already in progress.
10038	TCP/IP Socket operation on non-socket.
10039	TCP/IP Destination address required.
10040	TCP/IP Message too long.
10041	TCP/IP Protocol wrong type for socket.
10042	TCP/IP Protocol not available.
10043	TCP/IP Protocol not supported.
10044	TCP/IP Socket type not supported.
10045	TCP/IP Operation not supported on socket.
10046	TCP/IP Protocol family not supported.
10047	TCP/IP Address family not supported by protocol family.

10048	TCP/IP Address already in use.
10049	TCP/IP Can't assign requested address.
10050	TCP/IP Network is down.
10051	TCP/IP Network is unreachable.
10052	TCP/IP Network dropped connection on reset.
10053	TCP/IP Software caused connection abort.
10054	TCP/IP Connection reset by peer.
10055	TCP/IP No buffer space available.
10056	TCP/IP Socket is already connected.
10057	TCP/IP Socket is not connected.
10058	TCP/IP Can't send after socket shutdown.
10059	TCP/IP Too many references: can't splice.
10060	TCP/IP Connection timed out.
10061	TCP/IP Connection refused.
10062	TCP/IP Too many levels of symbolic links.
10063	TCP/IP File name too long
10064	TCP/IP Host is down.
10065	TCP/IP No route to host.
10066	TCP/IP Directory not empty.

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Appendix B

Access Code Definitions

TRACE BY ACCESS POINT

- Trace has been turned on at an Access Point (card reader and/or keypad). Every access attempt at the traced access point will generate this event.

TRACE BY CARDHOLDER

- Trace has been turned on for a cardholder. Every access attempt by that cardholder will generate this event.

TRACE BY SECURITY AREA

- Trace has been turned on for a Security Area. Every access attempt at the Security Area will generate this event.

ACCESS AUTHORIZED

- A cardholder has presented a valid card and/or PIN and access was authorized.

ACCESS AUTHORIZED - ANTI-PASSBACK VIOLATION

- A cardholder has presented a valid card and/or PIN and access was authorized, but the cardholder was violating APB.

ACCESS AUTHORIZED - LOCAL READER RE-ENTRY TIMER VIOLATION

- A cardholder has presented a valid card and/or PIN and access was authorized, but the cardholder tried to use the same reader before the Anti-Passback "Timer Delay for Re-entry" had passed.

ACCESS AUTHORIZED - LOCAL SA RE-ENTRY TIMER VIOLATION

- A cardholder has presented a valid card and/or PIN and access was authorized, but the cardholder tried to enter or leave the same security area before the Anti-Passback "Timer Delay for Re-entry" had passed.

ACCESS AUTHORIZED - TAILGATE VIOLATION

- The cardholder has presented a valid card and/or PIN and access was authorized, but the cardholder was Tailgating.

ACCESS AUTHORIZED - AREA UNSECURED (ALARMS MASKED)

- Access was Authorized and the Alarms Masked (Unsecured)

ACCESS AUTHORIZED - DELAYED ALARM UNMASKING STARTED

- The cardholder has presented a valid card and PIN to Unmask the area and request was authorized and the alarm delay timer was started allowing the cardholder time to exit the area without set off the alarm.

ACCESS AUTHORIZED - ENTRY GRANTED TO MASK ALARMS

- The cardholder has presented a valid card and PIN to Mask and enter the area. The request was authorized and the alarms were Mask.

ACCESS AUTHORIZED - EXIT PUSH BUTTON

- This is to notify you that someone has exited the area using the Exit Push Button. Because it was the Push Button, the system cannot give a Cardholder Name. This

event is only available on the ACU-2 Card Reader.

ACCESS AUTHORIZED - FACILITY CODE

- Access was granted based only on the Correct Company code and Facility code on the card. Access on Facility code is set up in Reader Configuration.

ACCESS AUTHORIZED - FLOOR OK

- Access was granted through a Card Reader set up for Elevator Control. This access event code is only used by Local Elevator Control in the ACU-2 or dpC.

ACCESS AUTHORIZED .. DURESS

- Access was granted because this cardholder is under Duress. Access on Duress is user configurable under the Site Configuration Menu.

ACCESS DENIED - ACCESS POINT NOT DEFINED

- Access was denied because the reader is not defined.

ACCESS DENIED - ACTIVE ALARMS

- A cardholder has presented a valid card and PIN to enter the area, but entry was denied because the area alarms have not been Mask.

ACCESS DENIED - ANTI-PASSBACK VIOLATION

- Access was denied because the cardholder has already used his card to enter the security area without an intervening exit from the security area.

ACCESS DENIED - AREA SECURED, I.E., ALARMS ARE UNMASKED

- Access was denied because the Security Area going into is Secured (Alarms are Unmask). If you do not want this event, enter "No" to "Keypad Masking Allowed" in the Security Area configuration.

ACCESS DENIED - BAD CARD READ OR FORMAT

- Access was denied because the card reader did not get a good card read.

ACCESS DENIED - CARD EXPIRED

- Access was denied because the Deactivation Date in the Cardholder's Database has expired.

ACCESS DENIED - CARD INACTIVE

- A cardholder has presented a card requesting access to the area, but access was denied because the card is inactive.

ACCESS DENIED - CARD NOT ACTIVATED

- Access was denied because the Activation Date in the Cardholder's Database is not active yet.

ACCESS DENIED - CARD NOT DEFINED

- Access was denied because this card's encoded number is not defined in the Cardholder's Data Base. The encoded card number is the number shown in the event message.

ACCESS DENIED - CARD TERMINATED

- A cardholder has presented a card requesting access to the area, but access was denied because the card has been set to terminated in the cardholder's record.

ACCESS DENIED - DISK ERROR

- Access was denied because of a disk error. Call your Distributor or GE Interlogix' Representative.

ACCESS DENIED - DURESS

- Access was denied because this cardholder is under Duress. Access on Duress is

user configurable under the Site Configuration Menu.

ACCESS DENIED - ESCORT REQUIRED

- A cardholder has presented a card requesting access to the area, but access was denied because the cardholder is required to have an escort.

ACCESS DENIED - HOST COMMUNICATION LOSS

- This event code only appears in the uploaded events file. Access was denied because the SCP Device was offline for an access request that had to go to the Host. Example, Keypad Masking requires host processing.

ACCESS DENIED - INVALID FLOOR NUMBER

- Elevator Access was denied because the cardholder entered a floor number that he is not authorized for.

ACCESS DENIED - INVALID ISSUE CODE

- Access was denied because the Issue Code in the Cardholder Database is not what encoded on the card.

ACCESS DENIED - LOCAL ANTI-PASSBACK VIOLATION

- Access was denied locally in the ACU-2 because the cardholder has already used his card to enter the security area without an intervening exit from the security area.

ACCESS DENIED - LOCAL SA RE-ENTRY TIMER VIOLATION

- Access was denied locally in the ACU-2 because the cardholder requested access within the Re-entry time as defined in the Security Area Configuration.

ACCESS DENIED - LOCAL TAILGATE VIOLATION

- Access was denied locally in the ACU-2 because the cardholder has already used his card to exit the security area without an intervening entrance to the security area.

ACCESS DENIED - SCP DEVICE ERROR

- Elevator Access was denied because an SCP device was offline or deactivated.

ACCESS DENIED - SECURITY AREA NOT DEFINED

- Access was denied because the security is not defined. You may get this event if the Database has not been fully downloaded to the remote panel.

ACCESS DENIED - TAILGATE VIOLATION

- Access was denied because the cardholder has already used his card to exit the security area without an intervening entrance to the security area.

ACCESS DENIED - TIME ZONE NOT DEFINED

- Access was denied because the time zone is not defined. You may get this event if the Database has not been fully downloaded to the remote panel.

ACCESS DENIED - USING LOST CARD

- Access was denied because the Card Status in the Cardholder Database is set to "Lost".

ACCESS DENIED - USING STOLEN CARD

- Access was denied because the Card Status in the Cardholder Database is set to "Stolen".

ACCESS DENIED - WRONG AREA

- Access was denied because this cardholder requested access into a security area not assigned to the card.

ACCESS DENIED - WRONG COMPANY CODE

- Access was denied because this card's encoded Company Code is not the same as

configured in the Site Configuration.

ACCESS DENIED - WRONG FACILITY CODE

- Access was denied because the facility code encoded on the card does not match the facility code in the Site configuration.

ACCESS DENIED - WRONG KEYPAD NUMBER

- Access was denied because this cardholder entered the wrong Keypad Number (PIN) at a keypad Reader.

ACCESS DENIED - WRONG KEYPAD... TOO MAY ATTEMPTS

- This is a special event to notify you this card has exceeded the number of Wrong Keypad attempts.

ACCESS DENIED - WRONG TIME

- Access was denied because this cardholder requested access during the wrong time. The time (configured in Time Zones) is configured is assigned each security area and there is also a time zone on each reader.

ACCESS ON COMPANY CODE .. CORRECT FACILITY CODE

- Access was granted based only on the Correct Company Code on the card. Access on Company code is set up in Reader Configuration. This card had the Same Facility encoded on the card as stored in the Site Configuration.

ACCESS ON COMPANY CODE .. CORRECT FACILITY CODE (MANTRAP)

- Access was granted based only on the Correct Company Code on the card. Access on Company code and Mantrap are both set up in Reader Configuration. This card had the Same Facility encoded on the card as stored in the Site Configuration.

ACCESS ON COMPANY CODE .. WRONG FACILITY CODE

- Access was granted based only on the Correct Company Code on the card. Access on Company code is set up in Reader Configuration. This card had the Wrong Facility encoded on the card as stored in the Site Configuration.

ACCESS ON COMPANY CODE .. WRONG FACILITY CODE (MANTRAP)

- Access was granted based only on the Correct Company Code on the card. Access on Company code and Mantrap are both set up in Reader Configuration. This card had the Wrong Facility encoded on the card as stored in the Site Configuration.

AREA SECURE (ALARMS UNMASKED)

- Request to Secure (Unmask) the Security Area was granted.

DENIED SECURE (UNMASKING) REQUEST - ACTIVE ALARM

- The request to Secured (Unmask) the security area was denied because there is an active alarm within the security area. The alarm point will display in the event message.

DENIED SECURE (UNMASKING) REQUEST - CONFIGURATION ERROR

- The request to Secured (Unmask) the security area was denied because a configuration error. Example, no alarms in the security area.

DENIED SECURE (UNMASKING) REQUEST - DEVICE ERROR

- The request to Secured (Unmask) the security area was denied because a device for the security area is offline or deactivated.

DENIED SECURE (UNMASKING) REQUEST - UNAUTHORIZED AREA

- The request to Secured (Unmask) the security area was denied because the cardholder is not authorized for Keypad Alarm Masking on this area.

DENIED TWO-MAN ALARM MASKING REQUEST - TIMEOUT

- The request to Mask the security area was denied because the security is under control of Two-Man Masking, and the Host operator must initiate masking on the area.

DENIED TWO-MAN ALARM UNMASKING REQUEST - TIMEOUT

- The request to Unmask the security area was denied because the security is under control of Two-Man Masking, and the Host operator must initiate unmasking on the area.

DENIED UN-SECURE (MASKING) REQUEST - DEVICE ERROR

- The request to Unsecured (Mask) the security area was denied because a device for the security area is offline or deactivated.

DENIED UN-SECURE (MASKING) REQUEST - TMC SEQUENCE ERROR

- The request to Unsecured (Mask) the security area was denied because the first cardholder of a Two-Man Control Area tried to Secure / Un-secure the area.

DENIED UN-SECURE (MASKING) REQUEST - UNAUTHORIZED AREA

- The request to Unsecured (Mask) the security area was denied because the cardholder is not authorized for Keypad Alarm Masking on this area.

DENIED UN-SECURE (MASKING) REQUEST - CONFIGURATION ERROR

- The request to Unsecured (Mask) the security area was denied because a configuration error. Example, no alarms in the security area.

TOO MANY ACCESS REQUESTS DENIED

- This is a special event code to tell you this cardholder has exceeded the number of Access Denies in a given time as configured in Access Request Deny Monitor program.

END OF LIST

Alarm Input Numbers

Reader Physical Alarm Zone Numbers

Physical Alarm Zone				
Reader Address	* Zone 0	* Zone 1	Zone 2	Zone 3
0	16	17	18	19
1	20	21	22	23
2	24	25	26	27
3	28	29	30	31

* Zone-0 is default for Door Contact.

* Zone-1 is default for Exit Push Button.

Reader Logical Alarm Zone Numbers

Lock Monitor / Bond Sensor = If used, must be connected to Z2.

F.O. = Forced open, H.O. = Held Open,

R.T. = Reader Enclosure Tamper, OFFL = Reader Off Line

Logical Alarm Zone				
Reader Address	Lock Monitor	F.O.	R.T.	OFFL
0	48	64	66	67
1	50	68	70	71
2	52	72	74	75
3	54	76	78	79

RIM Zone Input Numbers

Expansion Port

Zone Number	Address 4	Address 6	Address 7	Address 8
IN1	128	144	160	176
IN2	129	145	161	177
IN3	130	146	162	178
IN4	131	147	163	179
IN5	132	148	164	180
IN6	133	149	165	181
IN7	134	150	166	182

IN8	135	151	167	183
IN9	136	152	168	184
IN10	137	153	169	185
IN11	138	154	170	186
IN12	139	155	171	187
IN13	140	156	172	188
IN14	141	157	173	189
IN15	142	158	174	190
IN16	143	159	175	191
IN17	96	100	104	108
IN18	97	101	105	109
IN19	98	102	106	110
Remote Module Off-Line	99	103	107	111

Relay Numbers

ACU2RT and ACU2RT4 Relay Numbers

One Stage Reader Aux

One Stage Reader Aux	Door Strike Relay Numbers
Reader 0 Door Strike Output	16
Reader 0 Aux Relay	17
Reader 1 Door Strike Output	18
Reader 1 Aux Relay	19
Reader 2 Door Strike Output	20
Reader 2 Aux Relay	21
Reader 3 Door Strike Output	22
Reader 3 Aux Relay	23

RIM Relay Numbers

Expansion Port	Relay K1	Relay K2
Reader Address 4	32	33
Reader Address 5	34	35
Reader Address 6	36	37
Reader Address 7	38	39

RRM Relay Numbers

Expansion Port

Relay Number	Address 4	Address 5	Address 6	Address 7
K1	112	128	144	160
K2	113	129	145	161
K3	114	130	146	162
K4	115	131	147	163
K5	116	132	148	164
K6	117	133	149	165
K7	118	134	150	166
K8	119	135	151	167
K9	120	136	152	168
K10	121	137	153	169
K11	122	138	154	170
K12	123	139	155	171
K13	124	140	156	172
K14	125	141	157	173
K15	126	142	158	174
K16	127	143	159	175

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Appendix C

Operator Type Functions

- Alarm Processing
- Backup/Restore Data Base
- Cardholder database functions
- Configure Maps
- Control Access Trace
- Control Anti-Passback
- Control of Alarm Points
- Control of Output Relays
- Control of Readers
- Control System Functions
- Define Alarm Points
- Define Field Panels
- Define Hardware configurations
- Define LAN Adapters
- Define Readers
- Define Relays
- Define Serial Ports
- Define Workstation
- Display Map
- Event information displays
- Perform Auto Configuration
- Perform Service Function
- Run Alarm History Report
- Run Cardholder Database Report
- Run Employee Report
- Run QuickStart
- Run Recall Events Report
- Run Reports
- Run System Setup Reports

Setup Access Groups
Setup Alarm Options
Setup Custom Cardholder Fields
Setup Facility Codes
Setup Holidays
Setup Operators
Setup Reader Events
Setup Security Areas
Setup Site Settings
Setup System Functions
Setup Time Schedules
Setup Variable Card Formats
Shutdown System
Simulated Alarms
Status of Alarm Points
Status of Field Panels
Status of Readers
Status of Relays
Status Views
End of List

Appendix D

Anti-Passback Overview

Anti-Passback (also referred to as APB) is a feature of TOPAZ that prevents a cardholder from passing their card back to another person to access the same area. TOPAZ offers Timed APB only. For example, with a turnstile where after entry the cardholder can pass their card back through the bars to another. The access would be denied until the time has expired after the first use.

In order for Anti-Passback to work, it must first be Enabled for that site.

The TOPAZ uses Timed Anti-Passback by security area. Only one card is required. With timed anti-passback a time (in minutes) is assigned to the security area. Once the card is read, there after access will be denied to that area until the time on the card has expired. The timer will immediately expire on the card upon a valid card read by any other reader on the same field panel.

The following screens and fields affect Anti-Passback:

Setup – Site Settings

Anti-Passback

If you select Disabled (default), the Anti-Passback feature will not be used by TOPAZ.

If you select **Enabled**, the Anti-Passback feature will be used by TOPAZ, and you are presented with the choice for Grant Access on APB Violation.

Grant Access on APB Violation

If **unchecked** (default), then any card swipe that activates an APB violation will deny access for that cardholder and will trigger an alarm violation event. The alarm event will notify the security operator, who may want to send somebody to that security area.

If **checked**, then any card swipe that activates an APB violation will allow access for that cardholder but will trigger an access event. This is not normally used, but may be helpful for testing TOPAZ.

Setup – Security Area

Timed Delay for Reentry

If Anti-Passback is being used in the security area, then you can select the delay in minutes before the cardholder will be allowed to access the area again after access has been granted. The minutes must be positive whole numbers, not fractions.

This is used to discourage passing a card back to another person to follow you into a security area with only one reader, such as a parking lot or turnstile. Once a card is used on that reader, any attempt to use the same card before that time expires will generate an APB violation alarm and access will be denied until the total time has expired.

If the same card is used on another reader, the time interval for this reader is reset to zero. For example, if the cardholder swipes the card while in that security area to go to another area.

APB Control In Area


If **unchecked** (default), this Security Area does not use Anti-Passback.

If **checked**, this Security Area responds to APB violations with an alarm event. If checked, you are presented with the choice for Timed Delay for Reentry (in minutes).

Card – Access

Executive APB Override

This field will only apply if Anti-Passback is first enabled under **Setup, Site Settings**. You can do this

immediately by selecting the  **Arrow** button to the left side of **Executive APB Override** to go directly to the **Site Settings** page. Under **Anti-Passback**, you can select **Enable** to activate the Anti-Passback feature for this site.

In addition, you must select cardholders and security areas under **Control, Reset APB**.

There are two options for **Executive APB Override**

Deny Access (the default) - If APB is violated, the system will deny access to the area. This is the normal selection for most cardholders. Otherwise, Anti-Passback has little value.

Grant Access - Even If APB is violated, the system will allow access to the area. This is used to allow the cardholder to enter all security areas and will trigger an alarm.

Control – Reset APB

Reset All Cardholders to a Security Area

This is used to allow cardholders who have access to the specified Security Area to be allowed to enter that area even if the system has a record of their entering but not leaving that area.

For example, if all cardholder who are in a specified Security Area leave quickly because of a fire and do not swipe their cards individually upon exiting or entering. The TOPAZ system thinks they are still in that area. This will allow the security staff to reset that Security Area to allow reentry for all cardholders who have access to that area.

Reset Selected Cardholder to Security Area

This is used to allow the specified cardholder who has access to the specified Security Area to be allowed to enter that area even if the system has a record of his entering but not leaving that area.

For example, if a cardholder who is in a specified Security Area left the area by tailgating behind another cardholder and did not swipe his card upon entering or exiting. The TOPAZ system thinks he is still in that area. This will allow the security staff to reset that Security Area to allow reentry for that one cardholder only.

Appendix - E

Card Field Definitions

Functional Field Name	Protocol Field Name	Type of Value	Description
Access Group 1 through Access Group 8	ACCGRP 1 to ACCGRP 8	Numeric	This field is NOT recommended as a field filter. These fields hold the numeric ID of an Access Group assigned to a cardholder. The numbers are stored in the order in which they are assigned to the Cardholder. (ACCGRP1 will hold the ID of the first Access Group assigned to a card holder. ACCGRP2 will hold the second Access Group Assigned to a card holder. etc.) These fields are not recommended for use as filters because access groups are not usually assigned to cardholders in a consistent way. ACCGRP1 could contain any or all Access Group IDs. Thus filtering by ACCGRP1 would be meaningless. For example: If the <i>Building 1</i> Access Group was assigned to half of the cardholders as the first Access Group (ACCGRP1) and it was assigned to the other half of the cardholders as the second Access Group (ACCGRP2), using ACCGRP1 as a filter would only return half of the cardholders who have <i>Building 1</i> assigned to them.
Anti-Passback Index	APBINDEX	Numeric	The anti-passback index is a unique number assigned to each card holder. It defines the location within the anti-passback table that records the current location of that cardholder. This field is of little value as a filter since it does not tell the current location of the cardholder, but only the location in the system where that information is currently stored.
Card Activation Date	ACT DATE	Numeric Delineated with slash marks.	YYYYMMDD <ul style="list-style-type: none">This field defines the date a card is to automatically become activated. Access will be denied prior to this date.'YYYY' represents the four digits of the year. Examples: 1995 or 2004.'MM' is a two-digit number representing the year (01 through 12).'DD' is a two-digit number representing the day of the month (01 through 31).The system defaults at the date the card is assigned.

Functional Field Name	Protocol Field Name	Type of Value	Description
Card Number	CARD#	Customized Numeric	<p>A unique decimal number from 000000000-999999999.</p> <ul style="list-style-type: none">This is a significant field, and is the actual number encoded on the access card along with the Company and Facility Codes.Each cardholder <i>must</i> be assigned a unique card number which is nine digits long. If assigned number is less than nine digits, use leading zeros (0) to complete the nine digit format.The format of this field is <i>comPCODE-facilitycode-cardnumber</i>Example: 1234-1234-1234567890.
Cardholder's Name	CARDNAME	Alphanumeric	<p>Up to 32 characters.</p> <ul style="list-style-type: none">This data usually contains the name.
Card Serial Number	CARDSN	Numeric	<p>1 to 8 digits.</p> <ul style="list-style-type: none">This is a reference field, and does not affect access control operation. The number represents a card's serial number, and is typically printed on the card.This is not to be confused with the actual <i>encoded</i> card number (described above).
Card De-activation Date	DACTDATE	Numeric(Date) Delineated with slash marks.	<p>YYMMDD</p> <ul style="list-style-type: none">This field defines the date a card is to automatically become de-activated. Access will be denied after this date.'YY' represents the last two digits of the year. For example: 1997 would be entered as 97.'MM' is a two-digit number representing the year (01 through 12).'DD' is a two-digit number representing the day of the month (01 through 31).The system defaults at twenty years from the date when the card was assigned.
Department	DEPT	Alphanumeric	<p>This is the value that was entered in the Department field of the cardholder information screen.</p>
Emergency Contact Name	EMERNAME	Alphanumeric	<p>Up to 32 characters.</p> <ul style="list-style-type: none">This is a reference field for the name of a cardholder's primary contact in the event of an emergency, and may be used at the option of the system owner.
Emergency Contact's Telephone Number	EMERTELE	Numeric	<p>Up to 12 characters.</p> <ul style="list-style-type: none">Data for this reference field is transmitted with contiguous numbers. For example, if the telephone number is (703) 555-1212, data will be transmitted as: 7035551212

Functional Field Name	Protocol Field Name	Type of Value	Description
Employee Number	EMPNO	Numeric	This is the Employee Number which is entered on the Setup screen.
Issue Date	ISSUEDAT	Numeric	YYMMDD <ul style="list-style-type: none"> This reference field is used to record the date of when a card is issued to a visitors 'YY' represents the last two digits of the year. For example: 1995 would be entered as 95. 'MM' is a two-digit number representing the year (01 through 12). 'DD' is a two-digit number representing the day of the month (01 through 31). Use of this field is optional.
Issue Number	ISSUENUM	Numeric	1 digit. The default is 0. <ul style="list-style-type: none"> An Issue Number permits the same card to be re-issued in the event that a card is lost or stolen. The new card is issued with the same card number, but, the issue number increments by one. The missing card will not work in the system since the issue numbers do not match. Issue number is applicable to magnetic stripe cards, which are encoded accordingly. If UAS option, may be 2 digits.
Keypad Number	KEYPAD	Numeric	1 to 6 digits. <ul style="list-style-type: none"> This is the number entered by an employee at a reader. A keypad number must be assigned if the employee is to use a keypad reader. The default value for this field is 000000
Date Card was last modified	LASTUPDT	Date	Display only. <ul style="list-style-type: none"> This field shows the date the card was modified.
Cardholder Type	ONLAFLAG	Numeric	This is a numeric value which indicates the type of cardholder. A one (1) in this field indicates that the cardholder is an employee, a nine (9) in this field indicates that the cardholder is a visitor.
Authorized Privileges	ONLFLAGS	Numeric	This field contains a value which is the sum of all the optional privileges assigned to this cardholder. For example, if this field contains a one, the cardholder is authorized to perform guard tours. If the cardholder is authorized for other privileges, the numerical value of those privileges is added to the guard tour value of One and the resulting sum is stored in this field.
Organization Number	ORG	Alphanumeric	Up to 4 characters. <ul style="list-style-type: none"> This is a reference field that may be used at the option of the system owner.

Functional Field Name	Protocol Field Name	Type of Value	Description
Does Cardholder Photo Exist	PHOTOEXISTS	Alphanumeric	Yes or No <ul style="list-style-type: none"> This field will return a Yes if a photo exist in the cardholder record.
Photo file name	PHOTOID	Binary	Up to 8 characters. <ul style="list-style-type: none"> This field shows the photo file name for the cardholder.
Emergency Contact Relationship	RELATION	Alphanumeric	Up to 16 characters. <ul style="list-style-type: none"> This is a reference field that may be used at the option of the system owner.
Security Area #1-8	SA 1 to SA 8	Alphanumeric	Up to 12 characters. <ul style="list-style-type: none"> This optional field specifies the name of a Security Area that the cardholder may access. There can be eight Security Areas Additional Security Areas are assigned to a cardholder when there are access privileges required that are different than those already assigned.
Time Zone for Security Area #1-8	SA 1 TZ to SA 8 TZ	Numeric	Up to 3 characters. <ul style="list-style-type: none"> This field specifies the Time Zone number that applies to a Security Area assigned to a cardholder.
Social Security Number	SSN	Numeric	9 characters. <ul style="list-style-type: none"> Data for this reference field is transmitted with contiguous numbers. For example, if the Social Security Number is 555-12-3456, data will be transmitted as: 555123456
Card Status	STATUS	Numeric	1 Digit. Enter one of the following values for each card: VALUE: DESCRIPTION: 0 OK: This is the default. 1 Lost: Access will be denied. 2 Stolen: Access will be denied. 3 Inactive 4 Terminated
Supervisor's Name	SUPRVISR	Alphanumeric	Up to 32 characters. <ul style="list-style-type: none"> This is a reference field that may be used at the option of the system owner.
Cardholder's Telephone Extension	TELEPHON	Numeric	Up to 6 characters. <ul style="list-style-type: none"> This is a reference field that may be used at the option of the system owner. The default is 000000.
Badge Template	TEMPLATE	Alphanumeric	Up to 8 characters. <ul style="list-style-type: none"> This field defines the Photo badge template file name
Trace District	TR DIST		

Functional Field Name	Protocol Field Name	Type of Value	Description
Trace Time Zone	TRACE TZ	Numeric	Up to 3 characters. <ul style="list-style-type: none"> If 0 (zero) is entered, this feature is not active. This field specifies during which Time Zone a cardholder's card activity is to be traced. The Time Zone number is entered.
User Defined Field #1 through User Defined Field 4	USERFLD1 to USERFLD4	Alphanumeric	Up to 24 characters. <ul style="list-style-type: none"> User defined fields can be set up by the operator for use in storing additional reference information on cardholders. This is usually a type of information that is unique to the site or facility.
User Defined Field #5 through User Defined Field 8	USERFLD5 to USERFLD8	Alphanumeric	Up to 16 characters. <ul style="list-style-type: none"> User defined fields can be set up by the operator for use in storing additional reference information on cardholders. This is usually a type of information that is unique to the site or facility.
User Defined Field #9	USERFLD9	Alphanumeric	Up to 12 characters. <ul style="list-style-type: none"> User defined fields can be set up by the operator for use in storing additional reference information on cardholders. This is usually a type of information that is unique to the site or facility.
User Defined Field A through User Defined Field B	USERFLDA and USERFLDB	Alphanumeric	Up to 12 characters. <ul style="list-style-type: none"> User defined fields can be set up by the operator for use in storing additional reference information on cardholders. This is usually a type of information that is unique to the site or facility.
Vehicle 1 ID or License Number	VEH 1 ID	Alphanumeric	Up to 10 characters. <ul style="list-style-type: none"> This is a reference field for a cardholder's primary vehicle ID or license number, and may be used at the option of the system owner.
Vehicle 2 ID or License Number	VEH 2 ID	Alphanumeric	Up to 10 characters. <ul style="list-style-type: none"> This is a reference field for a cardholder's second vehicle ID or license number, and may be used at the option of the system owner.

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Appendix - F

USB Camera

The optional USB camera allows you to take live employee photos from the Topaz system. The following instructions will step you through the setup of the camera after the drivers are installed.

Installing USB Camera Driver



Caution:

Do Not connect the USB camera until after the drivers are installed.

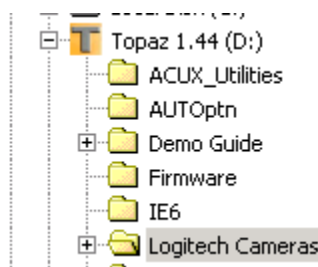
Start by placing the Topaz CD in to your computer CD drive. The CD is set to auto start.



Click the **Browse CD** in the install screen

Located and open the directory with the name of the camera your are installing.

The example below shows the **Logitech Cameras** directory.



Then locate and open the directory of the camera model to install.



Double click the setup.exe icon to start the installation of the camera drivers selected and follow the installation instructions.

Camera Setup

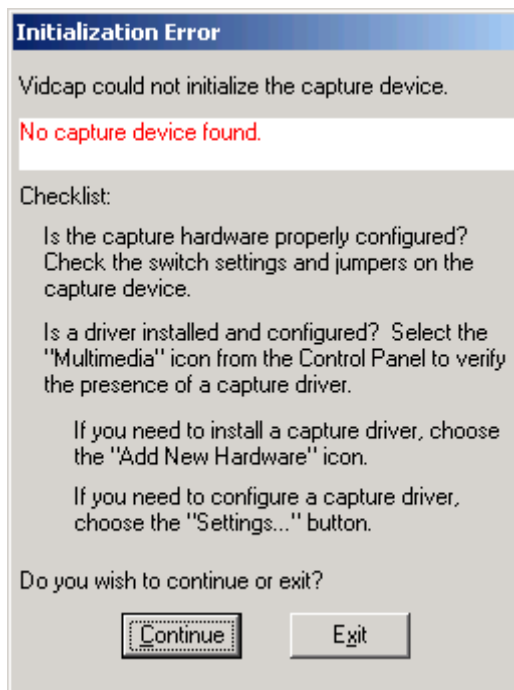
Before setting up the camera make sure you have first installed the drivers for the camera. See “Installing USB Camera Driver” on page F-1.

You should now plug the USB camera the you wish to use into the USB port of the computer.

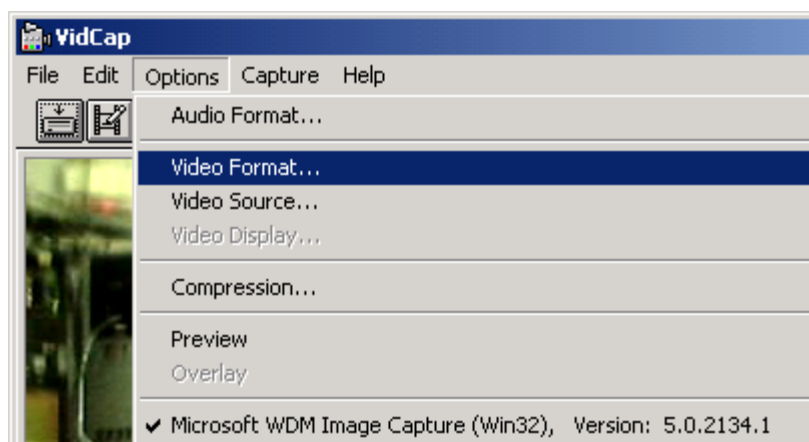
As described in the Installation of the camera drivers, locate the directory for the camera you are going to be using on the system. In the directory double click the **vidcap32.exe** icon to start the setup software.



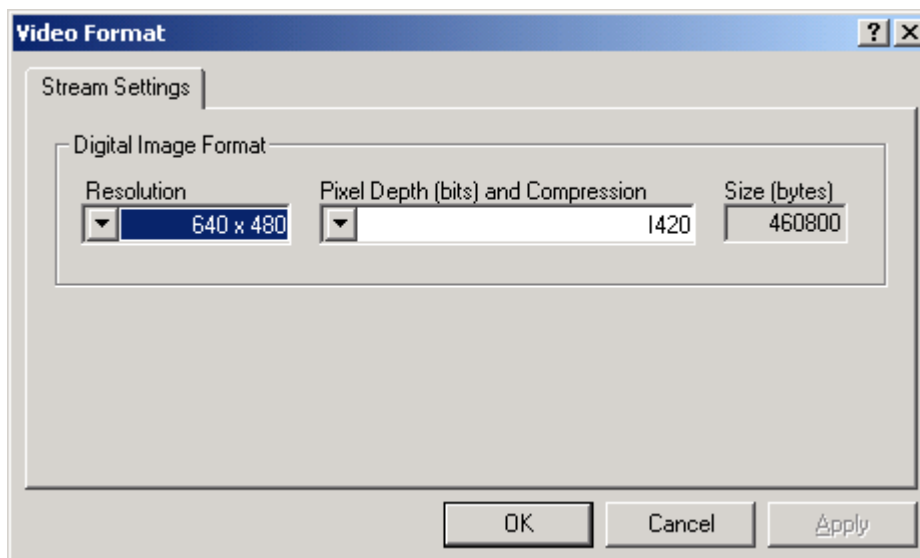
If the following message is displayed check the camera to see if the is plugged into the USB port.



If the camera is plugged into the USB Port you should see the following screen with a live image from the camera.



From the **Options** drop-down list select **Video Format...**



From the **Resolution** drop-down list select **640 x 480**.

From the **Pixel Depth and Compression** drop-down list select **1420**.

Click **OK** to continue.

Exit the program.

NOTES:

- Make sure that the resolution and color of your computer's monitor is set to **1024 x 768** and **16 bit High Color**.
- Before taking photos you must run the Camera Select software.

Camera Select

You must tell the system which camera you have connected. Browse the software installation CD or the software directory on the C Drive of the computer and locate the **cameraselect.exe** icon.



cameraselect.exe

Double click on the  icon to start the software.



Select the camera you are using by clicking the radio button. Then click the **OK** to complete the selection process.

You are now ready to take photos with the software.

Glossary

Glossary of Terms

Access Group - A grouping of security areas and time zones for a set of cardholders.

Action - An Action is a pre-programmed, automatic activity that the system will perform in response to Time Zone or Event activity. Previously used only as part of Global Automatic Alarm Masking, Automatic Remote Control, or Access Automatic Remote Control setups. The term "Action" is now extended to cover Local automatic functions (which previously used the term "command"), such as those formerly known as Local Alarm Output Commands.

Alarm point - The generic name for a configured, programmed security monitor circuit, previously referred to as "Monitor points". This is the physical connection point for alarm wiring on an ACURT, or other field hardware. It also refers to the software function and option set inside an ACU that generates or defines an alarm signal.

Alarm point verification - An optional program that is initiated from a keypad reader or a specially configured alarm point. This program allows someone to do a walk-through test of alarm points and activate them without generating alarm events to the workstation. The tripped alarms however, will not broadcast to the workstation.

Alarm State [State] - A condition that an Alarm Point can detect and report. An Alarm Point's state is the result of changes either to the Alarm's Detector, Wiring, or the supporting hardware. The following Alarm States exist on the TOPAZ system:

- Offline
- Alarm
- Secure
- Open
- Short
- Ground
- Fault
- Circuit Fault

Anti-passback - A feature that prevents a cardholder from entering a secure area and leaving their access card outside for an unauthorized user. The TOPAZ System can perform only timed local Anti-Passback:

1. **Local Anti-Passback** brings the function down to the device level. The advantage is that Anti-Passback will continue to work if the server goes offline.

Anti-Tailgate - This prevents a cardholder from following another cardholder into an area without using their card.

ARNET device - A port expansion device. It takes the interrupts normally used for one serial port and multiplexes it for multiple port operation.

Backup [formerly 'Archive'] - Saving the system's database onto a separate medium device for safety purposes.

Badge - See "Card".

Baud rate - A measurement of speed in data communications.

Card [previously Badge] - An encoded credential that identifies and allows the cardholder access in and around a secure site.

Cardholder - An individual who has access to a secure site through the use of an encoded card.

Category - A definable grouping of alarms or troubles.

Command - An immediately executed system action, initiated manually by you. This is in contrast to "Actions," that execute automatically without user intervention. See "Action".

Card number - Encoded information stored on the card and used to identify the bearer. Depending on the format the card number can accommodate up to 12 digits.

CG (Color Graphics) – Bitmap file that enables you to view and control maps, alarms and cameras.

Company/Facility Code - Encoded data stored on the access card used with the Unit ID code (UIC) or Universal Access System (UAS). This code identifies that the card has authority to access the site.

Conditional Unmask - A program setting that will not allow unmasking a security area if an active alarm exists in the security area. This option is useful when using key type switches to mask, (unsecured) or unmask (secure) a security area.

Description - A text field that gives you additional information about the item being setup. In some cases (Alarm Dialogs or in the Event window) the text field is automatically displayed, but generally this information is available only within the record.

District 1 workstation - The PC assigned as the server. Districts allow the routing of alarms and data to different workstations by area or time zones.

Door - Used primarily in Command Menu for indicating lock/unlock commands.

Door strike - A common term for a locking mechanism controlled by a reader or access control relay. There are two types of door strikes:

- Fail-safe - needs power to lock.
- Fail-secure - needs power to unlock.

Duress

A Duress alarm is an alarm event triggered when the cardholder signals he/she is in an emergency (duress) situation. This can happen when the cardholder presses on an exit bar or button of a door to open it (instead of using a normal card swipe or keypad) OR signals a duress with a coded PIN, as described in the "Setup – Site Settings" section of this manual.

There are two types of duress situations:

Duress Exit from an Area

A Duress exit occurs when the cardholder must exit an area quickly, such as during a fire or emergency. If the door is locked, this is normally done by pressing an exit bar or button to unlock the door. If the door is unlocked, it does not matter.

Duress Entrance into an Area

This is an abnormal situation, since the cardholder can swipe his card to enter the area, provided he/she is allowed to enter that security area. You can allow a duress entrance to handle situations when the cardholder is being forced to use his card under threat of bodily harm, such as during a robbery. If you allow the cardholder to enter a special PIN number to gain entrance, this will open the door AND signal to the security staff that a duress entrance exists. The security staff can investigate and/or call the police, without the threatening person being aware of it. This protects the cardholder from bodily harm.

This type of duress can be set in the **Setup – Site Settings**.

Duress Video Switcher Alarm - For either type of duress, you can set an alarm that will turn on a video camera. You can set this under **Hardware – Reader – Options**.

Event - Any activity that is detectable, reportable, and recorded on the TOPAZ system.

Event Class - A classification of activities for the purposes of executing Automatic Actions at the Server level. Alarm and Access Events are each divided into four predefined classes:

- **Class 1** Events (New Alarm)
- **Class 2** Events (Canceled Alarm)
- **Class 3** Events (New Trouble)
- **Class 4** Events (Canceled Trouble)

Each event can be configured to one of four numbered Event Classes (1 - 4). These Classes do not have a predefined "meaning." Meaning is assigned to the Event Classes based on usage. Event classes default to a nonexistent zero (0) class unless defined.

Fail Safe Lock - A door strike device that needs power to lock the door. See "Door strike".

Fail Secure Lock - A door strike device that needs power to unlock the door. See "Door strike".

Facility Code - The Facility Code is the number assigned to each of your company's facility/site locations. This allows you to limit/allow access to company locations independently.

Frame - A separate window of the main browser window that holds information that does not change unless directly selected.

Global - Pertaining to activities that can propagate across SCP boundaries, and affect the entire site. Global operations are managed only when field panels are in communication with the Server.

Host PC - See "Server".

Instruction Messages - A defined string of text attached to certain system Events intended to give instructions to you when those Events occur. Commonly used with Alarm Points, messages are also assigned to Automatic Remote Control structures and other items.

Keypad Masking – Allows an authorized cardholder to control (mask / unmask) the alarms assigned to the same area as the keypad by entering a unique PIN code to mask and unmask the alarms.

Local - Pertaining to activities that occur in, and are restricted to, only one intelligent field panel.

Masking - A method of disabling an alarm point and effectively ignoring any alarm. Masking an alarm is a useful way to prevent unwanted alarm reports without disconnecting the security device.

MP - An earlier version of DIAMOND/TOPAZ that ran on the OS/2 operating system.

Name - The alphanumeric text used in "Pick lists" (drop-down lists) and on displays that identify a system item. Name lengths vary from item to item.

Open Database Connectivity (ODBC) - A Microsoft standard that allows applications to access data in a Database Management System (DBMS) using Structured Query Language (SQL) as a standard interface.

Operation - A defined group of remote Control Points, or of Alarm Points. Operations are used to assemble Automatic Actions, or are manually triggered through the Commands menu.

- For **Remote Control Points**, the operation contains a defined condition for each point: either Activate, Deactivate, or Momentarily Activate.
- For **Alarm Points**, select the desired command to Mask, Unmask, or Conditional Unmask when executing the operation.

PIN (Personal Identification number) - A series of numbers the cardholder enters at the keypad for access, similar to PINs used at a bank ATM machine.

Readers - Field hardware that permits access to a security area after input of the proper biometric, card, or number entry. Readers are identified by Reader Names ranging from 1 to 12 characters.

Relay control point - A relay with a name that performs a designated operation.

Reader Number - A value that identifies a Reader's port and address on a SCP device. The number range is from 0-7, defined by the Reader port the SCP connects to and the internal DIP switches in the Reader's interface.

Relay - Any of the addressable electrical switches residing on field hardware attached to the TOPAZ system.

Request to Exit (REX) - A type of alarm, activated when someone presses on the exit crash-bar, manually turns a handle to open, or slides a card in a reader to open a door.

Security Communications Protocol (SCP) device - An ACU-2 or an intelligent field panel or Reader.

Security Areas - A physical area with security controls. Alarm points and readers are assigned to security areas.

Sensitive Compartmentalized Information Facility (SCIF) - A security area designated for very secret or dangerous materials. Government or Defense facilities normally use this feature. (Not available on TOPAZ Systems)

Server - The computer that maintains the entire database files.

Summarized History Report - This report will calculate the following for any alarm in the report:

1. **Frequency** - The number of times the alarm occurred in the time period selected.
2. **Total Duration** - The length of time the alarm point was in alarm for each occurrence and then the sum total of all those occurrences.
3. **Longest Duration** - From all the alarm occurrences for the alarm point during the selected time, this will be the longest time for any single occurrence the point was in alarm condition.

Tour Point - An alarm point that a guard must interface with within an assigned time when making rounds.

Unmask - Placing an alarm point or area into a secured condition. There are two types of unmasked states:

- **Conditional unmasking** - Does not allow unmasking of any of the alarm points selected unless they are all in the secure condition.
- **Unconditional unmasking** - Will unmask all alarm points selected regardless of the security state. If at that time any alarm point is unsecured a report is sent to the designated workstation.

User - A person with a valid user name and password, authorized to operate and monitor access control through a workstation.

Workstation - A computer terminal with keyboard and mouse that runs the TOPAZ Systems software. A workstation can be a server, or an auxiliary PC networked to the server.

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